FormFlow Filler User's Guide

JetForm®

FormFlow Filler User's Guide

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1

Overview

This chapter describes how to use the FormFlow® Filler User’s Guide. It covers the following topics:

- finding information in this manual
- recognizing conventions used in this manual
- getting help.

Using this Manual

This *Filler User's Guide* contains detailed information on using FormFlow 2.*x* Filler in a Windows 3.1*x*, Windows 95, and Windows NT environment.

Installing FormFlow Filler

This chapter outlines how to install and set up FormFlow Filler in Windows environments on stand-alone and networked computers. This chapter also includes a list of common file types associated with FormFlow applications.

Getting Started with FormFlow Filler

This chapter explains the terminology used to describe the Filler user interface, and the different types of help available to you. You learn how to work with—and even customize—the screen components.

Filling Forms

This chapter describes the methods you can use to fill fields, such as typing text, selecting from a list, or inserting a text file or OLE object. You learn how to move between fields, to check the spelling of your text, and to sign a form electronically.

Working with Data

This chapter describes how to open an existing database or create a new one, to select an existing index or add a new one. You learn how to add, update and delete records, to commit or rollback changes to a SQL table, and to search for specific records in a database.

Sending and Receiving Forms

This chapter describes how to send or package a form, how to unpack, update and return form packages you receive, and how to route and update workflow tasks.

Printing Forms

This chapter describes how to select a printer, and how to print a form on either blank paper or pre-printed stationery.

Recognizing Conventions in this Manual

Filler procedures and usage examples appear in numbered steps in this main column of each page. An arrowed "To" heading marks the start of each procedure.

➤To follow a procedure

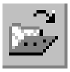
1. In the chapter section, read the introductory text.

2. Look for the arrow that identifies the start of the procedure.

3. Follow the numbered steps.

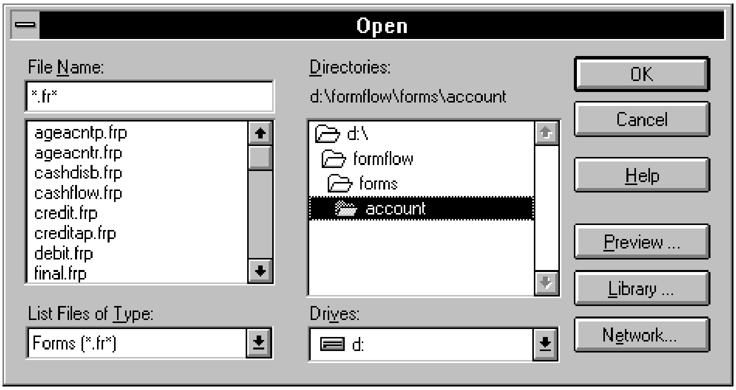
The numbered steps in a procedure describe only the menu method of performing it. If there is also a quick key or tool button that you can use to do the same thing, it appears in the left margin.

Illustrations of dialogs appear in the main text column. For example:



Quick key: Ctrl + O

1. On the File menu, click **Open**. The Open dialog appears.



Typographical Conventions

Special fonts are used for emphasis, as described in the following table.

Description	Example
Commands on a menu and field names on a dialog appear in boldface.	On the File menu, click **Open.** Click in the **List Files of Type** field, then click **Forms (*.fr*)**.
DOS paths and file names appear in small caps.	A dBASE index on the field CustomerNo would be named CUSTOMER.NDX.

Description	Example
Keycap names appear in small caps, with an initial regular cap.	Press ENTER. Hold down the SHIFT key and press TAB.
Text that you should type in a field appears in a sans serif font.	In the **Description** field, type: Weekly Expense Report
References to titles of FormFlow manuals appear in italics.	For more information, see Chapter 5 in the *Getting Started* manual.

Getting Help

In addition to this manual, there are a number of resources available to help answer your questions as you work with FormFlow.

Using FormFlow Online Help

See “Using Help” on page 3-11.

You can press F1 for help on your current task, or, to display the online help contents, click **Filler Help** on the Help menu. The available help topics are described in the following table.

Help title	Covers these topics
Menus and Commands	Provides help on each Filler menu and command.
How To	Provides step-by-step instructions on Filler tasks.
Troubleshooting	Suggests possible solutions to situations that may arise when using Filler.
Using Help	Provides information on how to use the FormFlow help system.

Contacting Your VAR or On-site Developer

If you cannot find the answer to your question in this manual or in the online help, take it to the person who designed the form or form application you are working with, or who is currently designated to provide you with support. This could be any of the following:

- your supervisor
- the on-site FormFlow developer
- the Value Added Reseller (VAR) who provides FormFlow to your company.

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Installing FormFlow Filler

This chapter explains how to install FormFlow® Filler. It covers:

- preparing for installation
- installing Filler on a standalone computer
- setting up your workstation to use a network copy of Filler
- performing a silent installation
- understanding the installation options
- customizing your installation
- uninstalling Filler
- understanding FormFlow file types.

Preparing for Installation

Checking Your FormFlow Package

The FormFlow Filler package contains the following items:

- FormFlow Filler CD-ROM
- *Filler User's Guide*
- License agreement.

See "Installation Options" on page 2-10.

Note: The FormFlow Filler package also includes a portable document format (.PDF) version of the *Filler User's Guide*.

If any item is missing from your FormFlow package, check with the person from whom you purchased FormFlow.

Minimum and Recommended System Configurations

Minimum and recommended configurations for systems on which FormFlow runs are shown in the following table. Check that your system meets at least the minimum configuration requirements before you install FormFlow.

Equipment	Minimum	Recommended
Computer	486/66	Pentium or higher
Computer memory (RAM)	8 MB extended memory	16 MB or more extended memory
Graphics display	VGA	SVGA or higher resolution
Hard disk space	24 MB, plus 1 MB free on C:\ for temporary files, additional free space for data files	24 MB, plus 1 MB free on C:\ for temporary files, additional free space for data files
Printer	Any supported by Windows	Laser printer
Mouse	Any supported by Windows	Any supported by Windows
MS-DOS	3.1	6.0 or 6.2
Operating system	Windows 3.1	Windows 3.1, Windows 3.11, Windows 95 or Windows NT

Reviewing the Installation Checklist

Before you install FormFlow, review the following checklist to make sure your installation is successful.

If you are running:

- **Windows 3.1** – all of the following notes will apply
- **Windows 3.11** – use VSHARE.386 instead of SHARE.EXE
- **Windows 95**, **Windows NT** – you do not need to run SHARE or a disk-caching program such as SMARTDrive.

Reviewing the README File

Take a few minutes to review the README.TXT file for FormFlow. This file contains updated information that was not available when the manuals went to press.

To view the README file immediately after you install FormFlow, enable the **View Readme file now** check box at the end of the Setup wizard. You can also access the README file at any time from the FORMFLOW directory on your hard drive.

Loading SHARE.EXE

If you are running Windows 3.1, FormFlow requires that you have SHARE running while installing or using FormFlow. SHARE is a DOS program that provides file sharing and locking capabilities. Running SHARE prevents a file or database record from being edited by two applications at the same time, which might result in data loss.

If you prefer, you can add SHARE.EXE to your AUTOEXEC.BAT file so that it loads at start-up. For example, add the line C:\DOS\SHARE.EXE.

Load SHARE.EXE at the DOS prompt, or to load SHARE.EXE when you start your computer, add the following line to your CONFIG.SYS:

```
INSTALL=C:\DOS\SHARE.EXE
```

Note: Some programs may not work properly with SHARE running. If you experience problems working with a program after loading SHARE, check the program's documentation.

Loading SMARTDrive

You can load SMARTDrive or another caching program automatically in your AUTOEXEC.BAT file. For more information about SMARTDrive, see your DOS or Windows manual.

SMARTDrive is a disk-caching program provided with both DOS and Windows. If you do not currently run SMARTDrive or another disk-caching program, you should load this program before installing FormFlow. Running SMARTDrive can dramatically decrease the time it takes to install FormFlow, and can speed up other FormFlow operations.

Closing All Programs

Before installing FormFlow, close all open Windows applications or any other programs that may be running (including TSR programs), other than Program Manager. This reduces conflicts and frees system memory for the installation.

Quick keys: CTRL + ESC

If you are running Windows 3.1, check the Windows Task Manager and close any programs running in the background. If you are running Windows 95 or Windows NT, any open programs appear as buttons on the Windows Taskbar.

Checking for Sufficient Disk Space

Using disk compression increases the capacity of your hard disk drive. Although the typical compression ratio is 2:1, the amount of free disk space reported is only an estimate and often gives the appearance of more free disk space than is actually the case.

The amount of free disk space depends on the types of files compressed on your hard drive, as different files compress to different degrees. For example, executable files (.EXE) cannot be compressed substantially no matter what compression ratio is used, whereas text files can be compressed significantly. Therefore, to make sure your installation is successful, allow for several megabytes of uncompressed hard disk space above what the installation requires.

Note: In addition to the space required for the installation, you will require 2 MB of uncompressed hard disk space for temporary files installed during the installation. This additional space is required only during the installation, and any temporary files created are removed after the installation is complete.

Installing Filler on a Standalone Computer

For general installation considerations, see "Reviewing the Installation Checklist" on page 2-3.

The installation program:

- if necessary, creates a directory in the location you specify on your hard drive
- installs the FormFlow files you select into the specified directory on your hard drive
- sets up default locations for your initialization and preferences files (adds the lines, DFConfigPath= and PrefsPath=, to your WIN.INI file, and assigns them the path you specify in this program for the FormFlow program files).

We recommend that you do not install Filler from the Filler CD-ROM on a workstation on which the FormFlow Starter Kit has already been installed, as Starter Kit installs a special version of Filler which includes additional testing features for the forms designer and administrator.

➤To install Filler onto a standalone computer

1. Start Windows. Insert the FormFlow Filler CD into your CD-ROM drive.

Note: If you are using Windows 95 or Windows NT, the FormFlow auto-run program (AUTORUN.EXE) starts automatically when you insert the CD-ROM. Click the Install icon to start the Setup wizard, then proceed with step #4.

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2. Using File Manager or Windows Explorer, locate the FILLER subdirectory.
3. Double click the SETUP.EXE file. The Welcome dialog appears.
4. Click **Next** to proceed with the installation. The Software License Agreement dialog appears.
5. Read the license agreement, then do one of the following:
   - If you agree with all the terms of the license agreement, click **Accept** to continue with the installation.
   - If you disagree with any of the terms of the license agreement, click **No** to exit the Setup wizard.
6. In the Specify User Information dialog, type your full name and the name of the company you work for, then click **Next**.

7. In the Specify Setup Type dialog, click **Local**, then click **Next**.

8. In the Specify Destination dialog, do one of the following:
   - To accept the default destination, click **Next**. If you have a previously installed version of FormFlow, Setup detects this and displays your current FormFlow folder. Accepting the default destination will replace your existing version.
   - To install to a different destination, click **Browse** and use the Choose Folder dialog to select another destination. If you have a previously installed version of FormFlow in the default folder, installing to a different destination installs a new version separately. To accept the specified destination, click **Next**.

See the FormFlow Setup online help.

9. In the Specify Filler Environment dialog, select the option that describes your organization's working environment:
   - **FormFlow Filler only** – Your organization uses only FormFlow Filler.
   - **JetForm Filler and FormFlow Filler** – Your organization uses both JetForm Filler and FormFlow Filler.

10. Click **Next**. The Select Components dialog appears.

See "Installation Options" on page 2-10.

11. Enable the options that you want to install. To choose the components you want for an option, select it, then click **Change**.

    The space required varies with the options you choose. When you enable an option, the disk space required for that option appears to the right. The total disk space required for the installation appears at the bottom of the dialog.

    When finished specifying the options you want to install, click **Next**.

12. For each SQL database you selected, a dialog appears asking for more information. In each dialog, type the names of your servers or databases, using commas to separate multiple names, then click **Next**.

13. If you selected the **Paradox** database option, the Configure Paradox dialog appears. Specify the path of your PARADOX.NET or PDOXUSRS.NET file, then click **Next**.

14. If you selected more than one mail system, the Specify Default Mail System dialog appears. Select the default mail system you want FormFlow to use, then click **Next**.

15. If you selected the **InTempo** workflow option, the Configure InTempo dialog appears. Type the email address of InTempo Agent, then click **Next**.

See the FormFlow Setup online help.

16. If you selected the **JetForm Central Support** option, the Specify JetForm Central Options dialog appears. Specify the options you want FormFlow to use with JetForm Central, then click **Next**.

See the FormFlow Setup online help.

17. In the Select Security System Support dialog, select the security option you want to use with FormFlow, then click **Next**.

Notes:
- Security options are only available if you selected the **FormFlow Filler only** environment option, earlier in the Setup wizard.
- To use Entrust™ security, you must have the Entrust client already installed. If necessary, click **Cancel** to exit Setup, install the Entrust client, then run Setup again.

18. If you selected **FormFlow (TIPEM) security**, the Configure FormFlow (TIPEM) Security dialog appears. Specify the path you want to use for the security directory, then click **Next**.

See the FormFlow Setup online help.

19. The Specify Century-Splitting Value dialog appears. If applicable, specify the value you want FormFlow to use for the century-splitting feature, then click **Next**.
20. The Select Program Folder dialog appears. Specify the program folder where you want the FormFlow program icons to appear.
21. Setup is now ready to install Filler on your computer. To begin copying files, click **Next**.
22. Follow the instructions on the screen to complete the installation.

After installation, view the README.TXT file for updated information that was not available when the manuals went to press.

Setting up Your Workstation to Use a Network Copy of Filler

Your administrator can install Filler onto a network server to be shared by many local workstations. When you configure your local workstation to work with this network copy of Filler, FormFlow:

- if necessary, creates a directory in the location you specify on your local workstation
- creates the DFCONFIG.INI file and the DFSQL.INI file and stores them in the specified directory
- adds DFConfigPath= and PrefsPath= lines to the [FormFlow] section of your WIN.INI file
- if applicable, adds a [Paradox Engine] section to your WIN.INI file
- sets up a pointer to the FormFlow program files stored on the network.

The first time you start Filler, FormFlow creates preference and initialization files (DFFILL.INI, DFFILL.PRF, FORMFLOW.INI) and stores them in the location you specified on your workstation.

➤To set up your workstation to use a network copy of Filler

1. Using File Manager or Windows Explorer, locate the network directory to which your administrator installed Filler.

2. Double click the SETUP.EXE file. The Welcome dialog appears.

3. Click **Next** to proceed with the installation.

4. In the Specify User Information dialog, type your full name and the name of the company you work for, then click **Next**.

5. In the Specify Destination dialog, specify the drive and directory where you want to store your preference and initialization files (DFCONFIG.INI, FORMFLOW.INI and DFFILL.PRF). Do one of the following:
   - To accept the default destination, click **Next**. If you have a previously installed version of FormFlow, Setup detects this and displays your current FormFlow folder. Accepting the default destination replaces your existing preference and initialization files.
   - To install to a different destination, click **Browse** and use the Choose Folder dialog to select another destination. If you have a previously installed version of FormFlow in the default folder, installing to a different destination installs new versions of your preference and initialization files, leaving your existing files intact. To accept the specified destination, click **Next**.

For more information on the FormFlow .INI files, see “Initialization and Preference Files” in the Troubleshooting section of the Filler online help.

We recommend that, wherever possible, you place initialization, preferences, and configuration files in private directories on the server, or on individual workstations. Storing these files in separate, private directories allows network users to share a single copy of FormFlow without having to share the same program configuration settings.

6. If your administrator installed support for **Paradox** databases, the Configure Paradox dialog appears. Specify the path of your PARADOX.NET or PDOXUSRS.NET file, then click **Next**.

7. The Select Program Folder dialog appears. Specify the program folder where you want the FormFlow program icons to appear.

   Setup is now ready to configure your computer to work with the network copy of Filler. To begin copying files, click **Next**.

8. Follow the instructions on the screen to complete the installation.

Performing a Silent Installation

Your administrator may want you to perform a *silent* installation of Filler onto your local workstation. With a silent installation, your administrator specifies the Filler options for your workstation and may send you a .BAT file. You can use this file to automatically install Filler from files on the network onto your local workstation, using the specified options.

➤To install Filler on your standalone computer

1. Using File Manager or Windows Explorer, locate the INSTALLF.BAT file.

2. Double click INSTALLF.BAT.

   The INSTALLF.BAT file automatically starts the FormFlow Setup wizard and installs Filler from files on the network onto your local workstation, using the options specified by your administrator.

➤To configure your workstation to work with a network copy of Filler

Do one of the following:

- If your administrator sent you an INSTALLC.BAT file, use File Manager or Windows Explorer to locate and then double click the file.
- If your administrator did not send you an INSTALLC.BAT file, use File Manager or Windows Explorer to locate the network directory where the administrator installed Filler, and then double click the SETUP.EXE file.

The FormFlow Setup wizard automatically configures your local workstation to use the network copy of FormFlow Filler.

Installation Options

The following options are available:

Program

This option installs all Filler program files.

Database Support

For a list of the specific versions supported, see the FormFlow Setup online help.

For more information on FormFlow database support, see Chapter 5 in the *Form Designer User's Guide*.

FormFlow automatically installs database support for ASCII databases. By selecting the Database Support option, you can also install support for the following:

- Clipper
- dBASE
- IBM Database 2 (DB2)
- Lotus Notes
- Microsoft SQL Server 4.*x*
- Microsoft SQL Server 6.*x*
- ODBC
- Oracle
- OS/2 Database Manager (DBM)
- Paradox
- Sybase.

See "Initialization and Preference Files" in the Troubleshooting section of the Filler online help.

To select the databases for which you want to install support, click **Change**. If you choose to install support for Paradox or any SQL database, Setup prompts you for additional information later in the wizard. FormFlow stores SQL information in the DFSQL.INI file.

See Chapter 5 in the *Form Designer User's Guide*.

Note: If you want to use DBM databases, you must catalog them before they can be used.

Mail System Support

You can use FormFlow to send and receive forms and data through your mail system. FormFlow supports the following mail systems:

For a list of the specific versions supported, see the FormFlow Setup online help.

For more information on using Exchange as a mail system, see Appendix B in the *Getting Started* manual. For information on registering FormFlow forms into Exchange, see Chapter 5 in the *Getting Started* manual.

- AT&T Mail
- Banyan Vines
- cc:Mail
- Lotus Notes
- Microsoft Exchange / Microsoft Outlook
- Microsoft Mail
- Novell GroupWise
- Novell MHS
- SMTP / POP3.

To select the mail systems for which you want to install support, click **Change**. If you select more than one mail system, Setup prompts you to choose the default mail system you want to use, later in the wizard.

If you do not install support for any mail system, FormFlow installs File Packager. You can use File Packager to create a form package (.FPK file) to distribute manually to users. You can only use File Packager if you selected the **FormFlow Filler Only** environment option, earlier in the Setup wizard.

Workflow

You can install support for the following types of workflow:

- **FormFlow** – peer-to-peer routing, where you fill in a form and send it directly to the next participant
- **InTempo –** client-server workflow, where you fill in a form and send it to InTempo Agent on its way to the next participant.

Note: The **FormFlow** option is only available if you selected the **FormFlow Filler only** environment option, earlier in the Setup wizard.

FormFlow works differently depending on the workflow type you use and the Filler environment you selected earlier in the wizard. The following table describes the file formats FormFlow uses in different scenarios:

	FormFlow routing	InTempo	No workflow (ad hoc sending and receiving only)
FormFlow Filler only	.WPK	.JFM and ._FF	.FPK
JetForm Filler and FormFlow Filler	not supported	.JFM	.JFM

To select the workflow types for which you want to install support, click **Change**. If you select **InTempo**, Setup prompts you to specify the InTempo Agent email address, later in the wizard.

For more information on the features and limitations of the mixed Filler environment, see Chapters 3 and 4 of the *Form Designer User's Guide*.

Note: If you selected the **JetForm Filler and FormFlow Filler** environment option, FormFlow sends and receives only the data associated with a form as a .JFM file, a format which both Filler programs can understand. The .JFM file can include only the following information:

- one or more data records in JetForm ASCII data format (.DAT)
- any additional files you want to attach.

To send the form along with its associated data, or use advanced functionality such as digital signatures and fillable graphic fields, you must select the **FormFlow Filler only** option, which supports *form packages* (sent as .FPK or ._FF files).

JetForm Central Support

Select this option if you want to use FormFlow Filler to send information to JetForm Central for printing or faxing. Later in the wizard, Setup prompts you to specify the options you want to use with JetForm Central.

Note: If, during the installation process, you do not specify the options you want FormFlow to use with JetForm Central (or if you need to modify the options), you can do so at any time using FormFlow Filler. On the Tools menu, click **Options**, then click the JetForm Central tab.

Graphic Image Support

FormFlow supports the following graphic file formats:

- Computer Graphics Metafile (.CGM)
- Encapsulated PostScript (.EPS)
- GEM Image (.IMG)
- GEM Metafile (.GEM)
- Graphic Interchange Format (.GIF), non-interlaced, opaque, and non-animated only
- MacPaint (.BIN)
- PC Paintbrush+ (.PCX)
- Tagged Image File Format (.TIF)
- Windows Bitmap (.BMP)
- Windows Metafile (.WMF).

To select the graphic file formats for which you want to install support, click **Change**.

Online Documentation

There are two types of online documentation available with FormFlow Filler:

- Filler online help
- a portable document format (.PDF) version of the *Filler User's Guide*.

To select the online documentation you want to install, click **Change**. To access the .PDF file after installation, double click the Filler User's Guide icon in your FormFlow program group.

Notes:

- If you do not install the *Filler User's Guide* .PDF file, you can still access it at any time from the DOCS directory on the Filler CD-ROM. Double click the FFUGBK.PDF file.
- To view the .PDF file, you need Adobe® Acrobat® Reader. You can find installation programs for Acrobat Reader 2.1 (ACROREAD.EXE) and 3.02 (AR302.EXE) in the DOCS\ACROBAT directory on the Filler CD-ROM. If you are running Windows 3.1*x*, you need Acrobat Reader 2.1. To start the Acrobat Reader installation, finish installing FormFlow, and then double-click the appropriate installation file.

Fonts

FormFlow installs two TrueType and two enhanced (Type Director) fonts:

- TrueType CG Times
- TrueType Univers
- CG Times (WN)
- Univers (WN).

To select the fonts you want to install, click **Change**.

Note: If your form designs use third-party fonts, such as the enhanced Univers (WN) or CG Times (WN) fonts supplied with FormFlow, ensure that you enable the enhanced fonts options on the General tab of the Options dialog in Filler.

OLE Controls

FormFlow includes the following OLE controls:

Control Name	Function
FormFlow List / ComboBox Control	Enables the user to choose from a list of items, or to type an item into the box if the choice is not available.
FormFlow Grid Control	Displays database information in a customizable spreadsheet format, and triggers functions set up by the form designer.
FormFlow Radio Button Control	Enables the user to choose from a list of items with radio buttons.
FormFlow Slider Control	Displays a range of values, and points to the current value for the control.
FormFlow SpinText Control	Rotates and formats label text in Form Designer.
FormFlow Timer Control	Terminates a function call after a specified time interval, or triggers a function call after that interval.
FormFlow Traffic Control	Reflects the status of an event, or triggers an event.

To select the OLE controls you want to install, click **Change**.

Note: FormFlow groups four OLE controls—Grid, SpinText, Timer and Traffic—in the single **Multi-Function Control** option. You can install these controls only as a group. You can install other controls individually.

Customizing Your Installation

After installing FormFlow Filler, you can run the Setup wizard again at any time to install other FormFlow features.

➤To customize your installation

1. In the Specify Destination dialog, Setup detects your previously installed version of FormFlow, and displays the current FormFlow directory as the default destination. To accept the default destination and update your existing version of FormFlow, click **Next**.

See the FormFlow Setup online help.

2. In the Specify Filler Environment dialog, select the option that describes your organization's working environment:
   - **FormFlow Filler only** – Your organization uses only FormFlow Filler.
   - **JetForm Filler and FormFlow Filler** – Your organization uses both JetForm Filler and FormFlow Filler.

3. Click **Next**. The Select Components dialog appears.

See "Installation Options" on page 2-10.

4. Enable the options you want to add. Clear all other options.

   The space required varies with the options you choose. When you enable an option, the disk space required for each option appears to the right. The total disk space required for the installation appears at the bottom of the dialog.

   When finished, click **Next.**

5. Follow the instructions on the screen to complete the installation.

Uninstalling FormFlow

If you decide to delete your copy of FormFlow, run the uninstall program. The uninstall program:

- removes all information used by FormFlow from your WIN.INI file
- deletes all FormFlow files installed during the installation process. The uninstall program does not delete FormFlow directories or data, including forms and associated databases, created after installation.

➤To uninstall FormFlow

1. To start the uninstall program, do one of the following:
   - If using Windows 3.1 or Windows 3.11, double click the Uninstall FormFlow icon in your FormFlow program group.
   - If using Windows 95 or Windows NT, click Add / Remove Programs from the Windows Control Panel. Select FormFlow 2.2*x* Filler from the list of programs, then click **Add/Remove**.
2. A confirmation message appears. Do one of the following:
   - To remove FormFlow from your computer, click **Yes**.
   - To cancel the uninstallation procedure, click **No**.
3. The Remove Programs From Your Computer dialog appears. The uninstall program begins removing FormFlow from your computer and prompts you when it has finished.
4. Click **OK** to close the uninstall program.
5. If the uninstall program was unable to delete the FORMFLOW directory, do the following:
   - If there are any remaining files in the FORMFLOW directory that you want to keep, move them to another directory.
   - Delete the FORMFLOW directory.

FormFlow File Types

The following chart lists the file types created by or associated with the different modules of FormFlow and found in your FORMFLOW directory. Use this chart if you need to search for certain information or want to delete unnecessary files to conserve disk space.

File extension	Example	Description
.ADM	DFLIB.ADM	Administrator utilities
.BAK	FAX1.BAK	Form and ASCII database backup files
.BMP	DFINTRO.BMP	Windows bitmap graphic files for startup screens
.CLX	ENG.CLX	Memory-resident spell checking dictionary for common words
.DAT	EXPENSE.DAT	JetForm ASCII data files
.DB	REPORTS.DB	Paradox database files
.DBF	DPCTRACK.DBF	dBASE and Clipper database files
.DBT	EMPLOYEE.DBT	dBASE or Paradox 3.*x* memo field files
.DCT	USER.DCT	Custom spell checking dictionaries
.DFN	FFNOTES.DFN	Lotus Notes database support files
.DLL	OLECLI.DLL	Dynamic Link Library files, program modules that are loaded into memory as required
.EBW	DFBEXTC.EBW	FormBasic extensions
.ENG	USER.ENG	English spelling dictionaries
.EXE	DFDESIGN.EXE	Program executable files
.FAL	MEDICAL.FAL	Locked form applications
.FAP	EMPLOYEE.FAP	Form applications
.FDB	LEADS.FDB	Descriptions for default databases
.FDS	EMPLOYEE.FDS	Lists of indexes associated with a database and the current sorting index
.FFL	REPORTS.FFL	ASCII database header files
.FIL	REPORTS.FIL	ASCII database files
.FLB	SUPPLIES.FLB	Form Library files
.FMK	MACROS.FMK	Locked macro library files
.FML	MACROS.FML	Macro library files
.FNT	HQ3.FNT	Type Director font files
.FOL	SYMBOL.FOL	Form object library files

File extension	Example	Description
.FOT	CGTIME.FOT	Metric files for TrueType scalable fonts
.FPK	PURCHASE.FPK	Form packages
.FRL	FAX1.FRL	Locked FormFlow forms
.FRP	FAX1.FRP	FormFlow forms
.FRW	STANDARD.FRW	Routing design files
.FWL	PURCHASE.FWL	Locked routing design files
.FXM	REPORT.FXM	Paradox 3.*x* memo field file components
.HLP	DFDESIGN.HLP	Online help files
.INI	DFCONFIG.INI	Initialization files specifying operating variables
.ISS	ISSISTS.ISS	Silent installation configuration file
.JFM	EXPENSE.JFM	JetForm email attachments
.KRN	90133.KRN	Type Director font files
.LEX	ENG.LEX	Spelling dictionaries
.LIC	DCFSRVR.LIC	OLE license files
.LOG	DFFILL.LOG	Log files of forms filled
.LSZ	UNSETUP.LSZ	Compressed files for uninstall
.MB	EMPLOYEE.MB	Paradox 4.0 memo field files
.MSG	FORMFLOW.MSG	Error and status messages
.NDX	EMPLOYEE.NDX	dBASE index files
.NET	PDOXUSRS.NET	Paradox database locking files
.OCX	SLIDER.OCX	OLE control files
.PDF	FFUGBK.PDF	Portable Document Format version of manuals
.PHN	ENG.PHN	Phonetic rules for spell checker
.PRF	DFDESIGN.PRF	Operating and screen preferences
.PX	SALES.PX	Paradox index files
.SYM	TDR8.SYM	Type Director symbol files
.TD	TYPEFACE.TD	Type Director control files
.TYP	90133.TYP	Type Director font files
.TYQ	PLUGIN.TYQ	Type Director font files
.TYS	SCREEN.TYS	Type Director font files
.WMF	RECYCLE.WMF	Windows metafile graphic files
.WPK	PURCHASE.WPK	Routing task packages
._FF	EXPENSE._FF	InTempo email attachments (internal use only)

3

Getting Started with FormFlow Filler

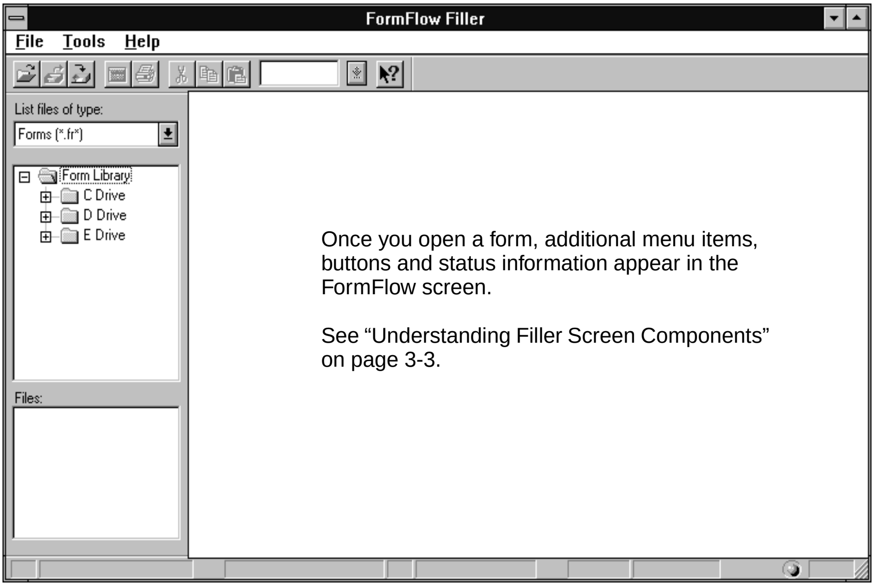
This chapter explains how to get started with FormFlow® Filler. It covers the following topics:

- starting FormFlow Filler
- understanding the components of the FormFlow user interface
- opening a form, form application or routing map
- using the different types of help available to you
- customizing the FormFlow user interface.

Starting FormFlow Filler

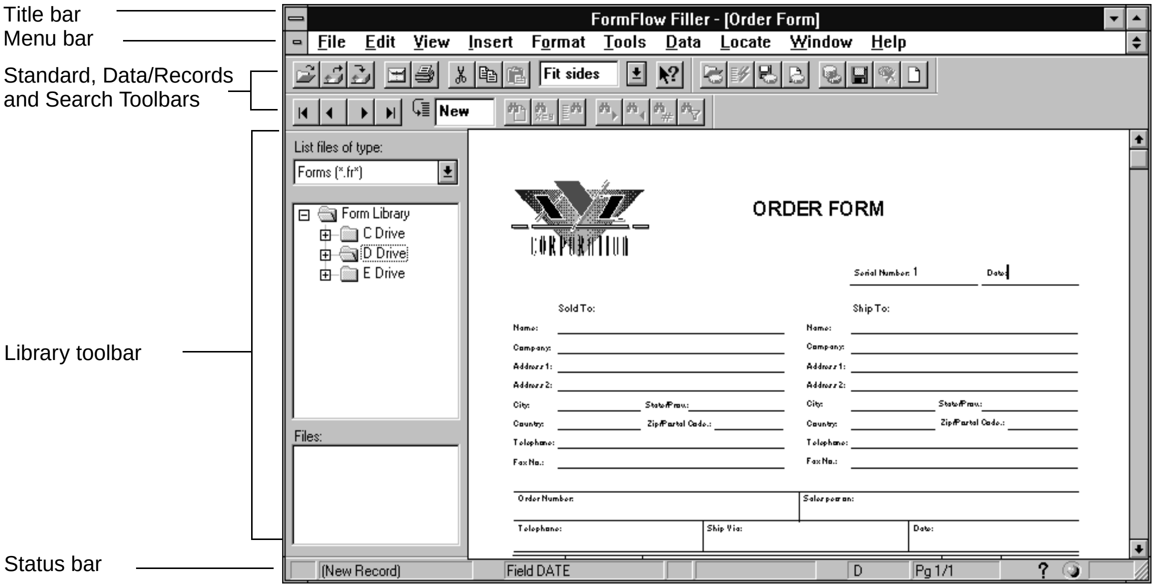
Filler

To start FormFlow Filler, double click the Filler icon in Windows Program Manager. The initial, blank FormFlow Filler screen appears.



Understanding Filler Screen Components

The following illustration shows the screen components that appear in the FormFlow user interface once you have opened a form.



Note: If your screen has different menus and buttons than this illustration, you must be working with a customized form application.

Understanding the Title Bar

The title bar shows one of the following:

- for a new, unsaved form, the form number—Form 1, Form 2, and so on
- for an existing form, the title specified in the Form Properties dialog—if no title is specified, the default is Form 1, Form 2, and so on.

Understanding the Menu Bar

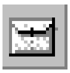
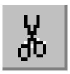
When you click a menu on the menu bar, the list of associated commands drops down.

Understanding Toolbars

While the menu bar provides access to *all* the available commands, some of the most frequently used tasks can also be performed by clicking a button on a toolbar. These buttons are described in the immediately following sections “Understanding the Standard Toolbar”, “Understanding the Data/Records Toolbar” and “Understanding the Search Toolbar”.

Understanding the Standard Toolbar

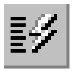
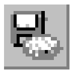
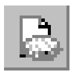
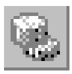
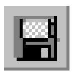
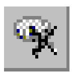
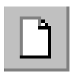
The standard toolbar contains buttons that you can use, as an alternative to a menu command, to perform the most frequently used generic tasks.

Button	Menu	Command	Use this button to ...
	File	Open	Open a form, form application or routing map.
	File	Send Form	Use your mail system to send a form.
	File	Receive Form	Use your mail system to receive a form.
	Tools	Package Form	Create a form package to send.
	File	Print	Print a form.
	Edit	Cut	Cut text from the currently active form field and place it on the Windows Clipboard.
	Edit	Copy	Copy text from the currently active form field to the Windows Clipboard.
	Edit	Paste	Copy text from the Windows Clipboard to the currently active form field.
	n/a		Display context-sensitive help for the field or other screen component you click after you click this button.

In addition to the buttons described in the preceding table, the Standard toolbar contains the Zoom control, equivalent to the **Zoom** command on the View menu. Use the Zoom control to adjust the magnification level up or down.

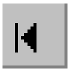
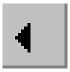
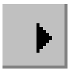
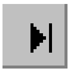
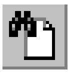
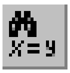
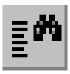
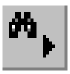
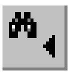
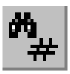
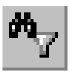
Understanding the Data/Records Toolbar

The Data / Records toolbar contains buttons that you can use, as an alternative to a menu command, to work with data in your form.

Button	Menu	Command	Use this button to ...
	Data	Open Data	Open a form database.
	Data	Select Index	Select a database index to use with the current form.
	Data	Save Data As	Create a new database, or save the existing database to a new name.
	Data	New Data	Open a blank record for the current form, without saving the currently open record.
	Data	Add Record	Save the current record to the database attached to the form.
	Data	Update Record	Save the changes you have made to an existing record.
	Data	Delete Record	Delete the current record from the database attached to the form.
	File	New	Add a new, blank record to the end of the database attached to the form.

Understanding the Search Toolbar

The toolbar contains buttons that you can use, as an alternative to a menu command, to locate specific data associated with your form.

Button	Menu / Submenu	Command	Use this button to ...
	Locate	First	Display the first record in the form database.
	Locate	Previous	Display the record immediately preceding the currently active record.
	Locate	Next	Display the record immediately following the currently active record.
	Locate	Last	Display the last record in the form database.
	Locate / Search	Query By Form	Create a search expression by typing search criteria in the fields on a blank form.
	Locate / Search	Search on Expression	Create a search expression.
	Locate / Search	Search on Index Field	Search for records where indexed fields match your search criteria.
	Locate / Search	Search Next	Within the subset of records located by a search, display the record immediately following the currently active record.
	Locate / Search	Search Previous	Within the subset of records located by a search, display the record immediately preceding the currently active record.
	Locate / Search	Search Count	Count the number of records located by a search.
	View	Search Filter	Work only with the subset of records located by a search.

In addition to the buttons described in the preceding table, the Search toolbar contains the Go To Record control, equivalent to the **Go To Record** command on the Locate menu. Use this control to go to a specific record within the form database.

Understanding the Status Bar

As you fill a form, the Status Bar is continually updated with information about the current record, and the current field.

Icon or example	Description
	The current record is locked *or* The current table row is locked.
Record 1/2	The current record is number nnnn of nnnn.
	The current record is flagged for deletion *or* The current table row is flagged for deletion.
Field UnitCost	The current field name.
Row 1	The current table row number.
Pg 1/1	The current form page is number nn of nn.
L	A database lookup or a list lookup exists for the current field.
?	Field Help is available for the current field.
	The form has unsaved changes.

Opening Forms, Form Applications and Routing Maps

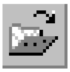
You can open a form, form application or routing map in any of three ways:

- using the Open dialog
- using the Library Open dialog
- using the Form Library toolbar.

These three methods are described in the sections that follow.

You can also open forms, form applications, and routing maps from outside Filler, such as from your mail system or from File Manager.

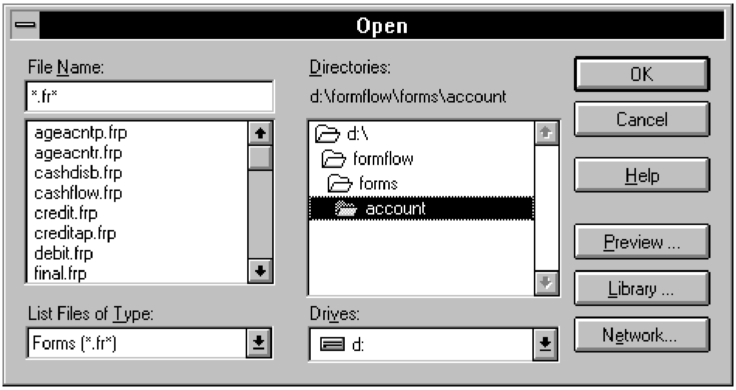
Note: When Filler is minimized, you should restore the Filler window before opening forms, form applications, or routing maps from outside Filler.



Quick keys: CTRL + O

➤To use the Open dialog to open a form, form application, or routing map

1. On the File menu, click **Open**. The Open dialog appears.



2. If the file you want is on a different drive than the one displayed, click in the **Drives** box, then click the drive you want.

3. In the **Directories** box, double click the directory you want. A list of files appears.

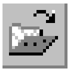
4. To specify the type of files you want to display, click in the **List Files of Type** box, then click one of the following:

- Forms (*.FR*)
- Folders (*.FDR)
- Form Packages (*.FPK)
- Routing Designs (*.FRW, *.FWL)
- Form Applications (*.FA*)
- All FormFlow (*.FR*, *.FA*, *.FDR, *.FPK, *.FWL)
- All Files (*.*).

5. To help you identify the file you want, click **Preview** to display a miniature image of the file currently highlighted in the list of file names.

6. Click the name of the file you want to open, then click **OK**.

7. If you are opening a form package, and you are not already logged in to your mail system, the FormFlow Mail Login dialog appears. Type your user name and password.



➤To use the Library Open dialog to open a form, form application, or routing map

Quick key: CTRL + O

1. On the File menu, click **Open**. The Open dialog appears.

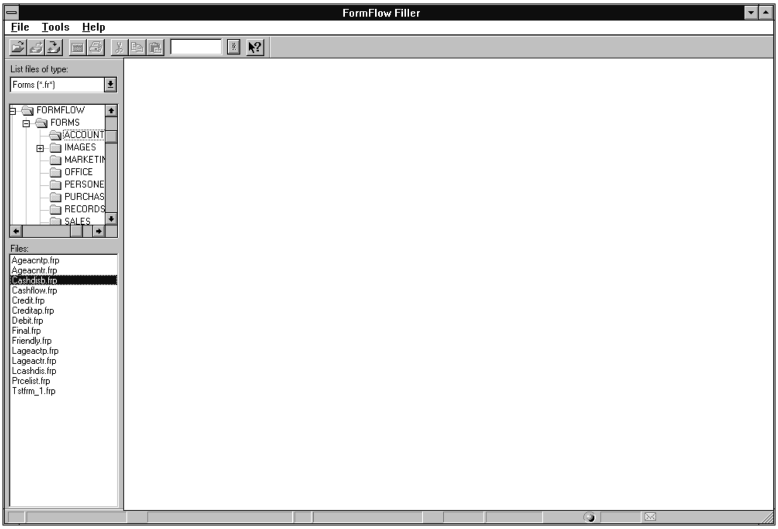
2. Click **Library**. The Library Open dialog appears, displaying the default Library File.

3. To search for a file, do the following:

- In the folder tree at the top left of the dialog, double click the folder you want to expand. The files in that folder appear in the pane to the right.
- Click in the **Type** box, click the type of files you want to search for, then click **Search**. The files appear in the pane to the right.
- In the pane to the right, double click the name of the file that you want to open.

➤To use the Form Library toolbar to open a form, form application, or routing map

1. In the upper pane, click a folder. The files display in the **Files** pane.

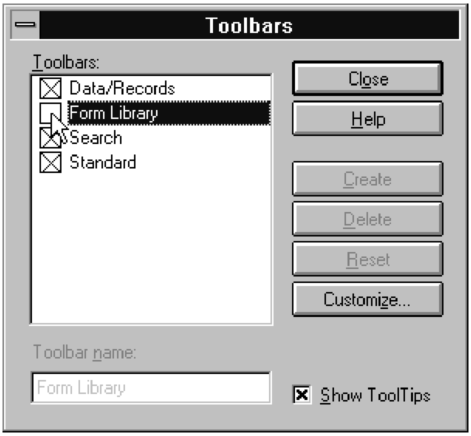


2. In the **Files** pane, do either of the following:
   - Double click the file you want to open.
   - Drag the file you want from the Files list to the workspace, then release the mouse button to open the file.

➤To display the Form Library toolbar

1. Use one of the two methods described above to open a form. Once you open a form, the full set of FormFlow menus displays on the menu bar.

2. On the View menu, click **Toolbars**. The Toolbars dialog appears.



3. Enable **Form Library**, then click **Close**. The FormFlow workspace adjusts to display the Library toolbar.

Using Help

See "Using FormFlow Online Help" on page 1-4.

In addition to online help, the following sources of help are also available to you:

- ToolTips
- field help
- field information.

These three help sources are described in the sections that follow.

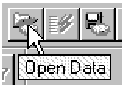
ToolTips

ToolTips are context-sensitive help messages that appear as "bubbles" of text, floating beside the associated screen element. All the standard FormFlow toolbar buttons have ToolTips.

In addition, the person who designed the forms you fill may have added ToolTips to individual fields on the forms.

➤To display a ToolTip

1. Place the mouse pointer over the field or button for which you want help.



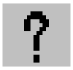
2. Wait for a second or two, without moving the mouse or clicking the mouse buttons.

   The ToolTip appears below the screen element, and remains visible until you move the mouse again.

Field Help

A field help message gives you information on how to fill an individual field on your form. Depending on how the form designer created the forms you are filling, there may be field help for some, all or none of the fields on any form.

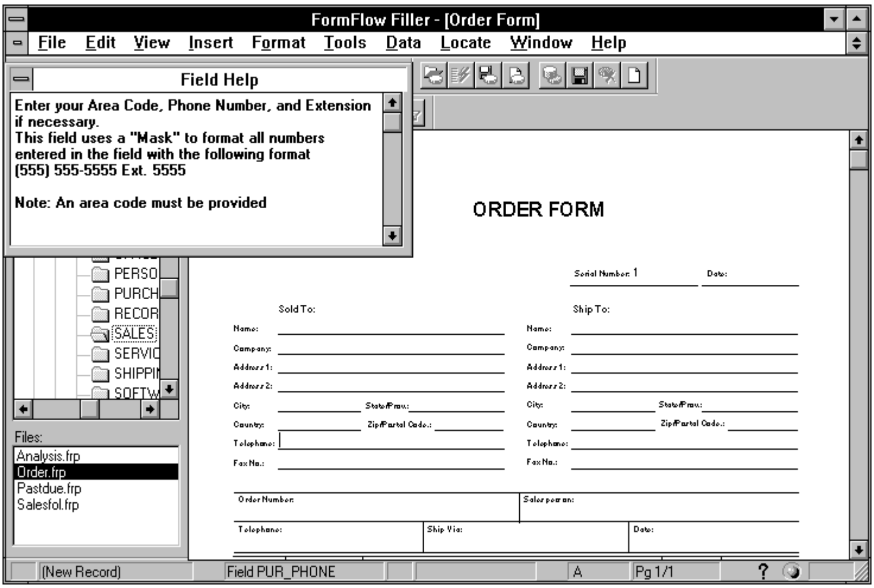
As you move from field to field in your form, a question mark (?) appears on the status bar when field help exists for the currently active field.



Quick key: CTRL + F1

➤To display field help

On the View menu, click **Field Help**. The Field Help dialog appears.



You can leave the Field Help window open all the time. It is updated automatically as you move from field to field. You can also move or close the Field Help window at any time.

➤**To move the Field Help window**

Click the title bar and drag the window to a new location.

➤**To close the Field Help window**

Quick key: ESC

Double click the control menu box in the top left corner of the Field Help window.

Field Information

See “Understanding the Status Bar” on page 3-7.

As you move from field to field in your form, the status bar shows the following information on the currently active field:

- the field name
- the field format icon.

The following table explains the field formats.

Icon	Field format	Accepts this input …
#	Numeric	Numbers
A	General	Any combination of letters and numbers
C	Check mark	Press the space bar to toggle on or off
D	Date	A valid date
S	Signature	A valid electronic signature

Customizing the FormFlow Interface

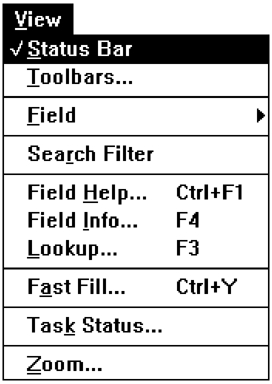
You can customize the appearance and the functionality of the FormFlow interface in the following ways:

- showing or hiding the status bar
- showing or hiding graphics
- showing or hiding non-printable fields
- showing or hiding traceable fields
- showing or hiding toolbars
- customizing toolbars.

➤To show or hide the status bar

See "Understanding the Status Bar" on page 3-7.

On the View menu, enable or disable **Status Bar**. A check mark appears to the left of the command when you enable it.



Tip: When you hide the status bar, you increase the FormFlow workspace available to show your form. However, you will not be able to see information the status bar provides, such as the number of the record you are viewing.

➤To show or hide graphics

Quick key: CTRL + F8

On the View menu, click **Field**, then click **Graphics**, to toggle the feature on or off. A check mark beside the command indicates that graphic images are displayed.

Tip: Hiding graphics saves you time, since FormFlow does not have to redraw each graphic whenever the screen is refreshed. Only the screen display is affected—a hidden graphic does not appear on the screen, but will print normally.

➤To show or hide non-printables

On the View menu, click **Field**, then click **Non-Printables**, to toggle the feature on or off. A check mark beside the command indicates that the Non-Printables feature is active.

Tip: Non-printable fields show on your screen, but are not printed. They are typically used in forms to be printed on pre-printed stationery, or to let you see, but not print, confidential information.

➤To show or hide traceables

Quick key: F8

On the View menu, click **Field**, then click **Traceables**, to toggle the feature on or off. A check mark beside the command indicates that traceable graphic images are displayed.

Tip: Traceable graphic objects, unlike other graphic objects, cannot be printed, and are not considered part of the form. Traceable graphics can appear only on the screen, to be used as a guide when filling an electronic form to be printed on pre-printed stationery.

Customizing Toolbars

Most toolbars appear, by default, across the top of the screen, between the title bar and the workspace. The exception is the Form Library toolbar, which has vertical orientation, and appears at the side of the workspace.

You can move a toolbar to a new location, show or hide toolbars, create a new toolbar, add or remove buttons from a toolbar, restore a customized toolbar to its original state, or delete a toolbar.

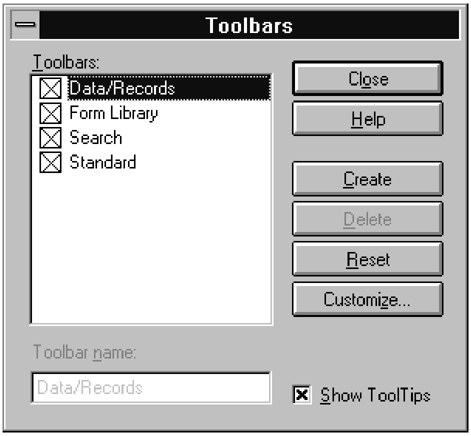
➤To move a toolbar

Click the toolbar you want to move at a point where there is no text or button, then drag the toolbar to the new location you want.

You can dock the toolbar on any of the four sides of the workspace, or leave it floating on the workspace.

➤To show or hide a toolbar

1. On the View menu, click **Toolbars**. The Toolbars dialog appears.



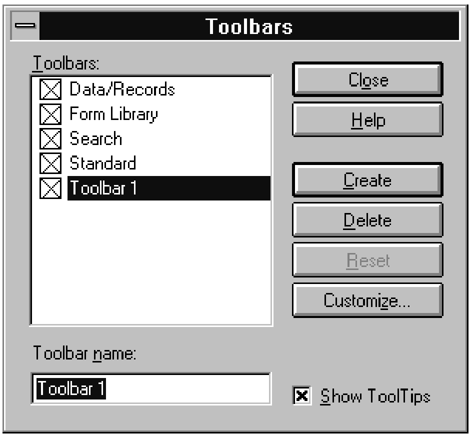
2. In the Toolbars section, click the check box to the left of a toolbar name, to enable or disable it.

3. When you have finished making changes, click **Close**.

➤To create a new toolbar

1. On the View menu, click **Toolbars**. The Toolbars dialog appears.

2. Click **Create**. A new toolbar appears in the Toolbars list, with the default name “Toolbar 1”.



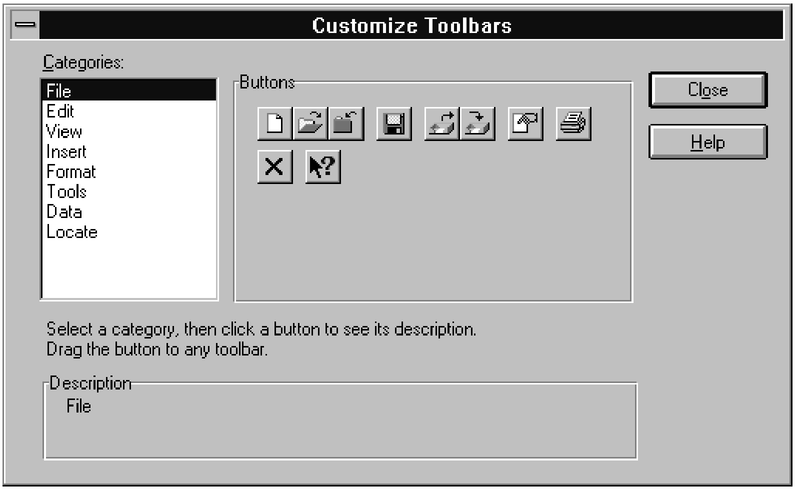
3. In the **Toolbar name** box, type a name for the new toolbar. The new, empty toolbar appears near the top left corner of your screen.

You can add buttons to this toolbar immediately, or change it later. See the following sections for details of how to add or remove buttons from a toolbar.

➤To add a button to a toolbar

1. On the View menu, click **Toolbars**. The Toolbars dialog appears.

2. Click **Customize**. The Customize Toolbars dialog appears.



3. In the **Categories** list, click the type of buttons you want to use. The buttons available for that category appear in the Buttons section.

4. Click any button in the Buttons section to make its description appear in the Description section.

5. Click the button you want to add, then drag it out of the dialog and drop it on the appropriate toolbar.

Repeat steps #3 through #5 as often as necessary, until the toolbars are as you want them.

➤To remove a button from a toolbar

1. On the View menu, click **Toolbars**. The Toolbars dialog appears.

2. Click **Customize**. The Customize Toolbars dialog appears.

3. While the Customize Toolbars dialog is open, click the button you want to remove, drag it off its toolbar, and drop it anywhere *except* on a toolbar.

➤To restore default buttons to a toolbar

1. On the View menu, click **Toolbars**. The Toolbars dialog appears.

2. In the Toolbars section of the dialog, click the name of the toolbar you want to restore to its default, then click **Reset**. The toolbar returns to its original state.

➤To delete a toolbar

1. On the View menu, click **Toolbars**. The Toolbars dialog appears.

2. In the Toolbars section of the dialog, click the name of the toolbar you want to delete, then click **Delete**. A confirmation dialog appears, asking if you want to delete the toolbar permanently.

3. Click **Yes**. The toolbar disappears from your screen.

Customizing the Title Bar

In FormFlow Filler, you can customize the information which appears on the application title bar when you open a form. By default, the title bar shows the form title from the Form Properties dialog.

➤To change the information appearing on the title bar

1. On the Tools menu, click **Options**.

2. In the Options dialog, click the General tab.

3. Do either of the following:
   - To display the full path and file name of forms, disable **Show form title on open**.
   - To display the title of forms, enable **Show form title on open**.

Note: This option affects only forms that you open after changing the option, not forms already open.

4

Filling Forms

This chapter describes how to fill forms using FormFlow® Filler. It covers:

- entering and editing text
- moving between fields
- filling tables and special fields
- using lookups
- spell checking text
- using information from other programs
- signing a form electronically.

Entering and Editing Text

Entering Text

When you first open a form in Filler, a flashing cursor appears in the first fillable field, and you can begin entering text. You can do this by:

- typing it from the keyboard
- using the **Paste** command on the Edit menu to insert text copied from another form, another field, or another Windows program
- using the **File** command on the Insert menu to select an existing ASCII text file to load into the field.

Moving the Cursor Within a Form Field

Use the following keys to move the cursor, select and edit text.

To	Press
Move the cursor one character to the right	RIGHT ARROW
Move the cursor one character to the left	LEFT ARROW
Move the cursor to the beginning of the next word	CTRL + RIGHT ARROW
Move the cursor to the beginning of the previous word	CTRL + LEFT ARROW
Move the cursor to the end of the line	END
Move the cursor to the beginning of the line	HOME
Indent text	CTRL + I

Selecting Text

To	Press
Select text from the cursor position one character to the left	SHIFT + LEFT ARROW
Select text from the cursor position one character to the right	SHIFT + RIGHT ARROW
Select text from the cursor position back to the beginning of the field	SHIFT + HOME
Select text from the cursor position to the end of the line	SHIFT + END
Select all text in the field	SHIFT + F8

Adding, Deleting and Copying Text

To	Press
Delete the character to the left of the cursor	BACKSPACE
Delete the character to the right of the cursor	DEL
Delete all text in the current line	ESC or CTRL + DEL
Cut selected text	CTRL + X
Copy selected text	CTRL + C
Paste copied or cut text	CTRL + V

Formatting Text

The font of the text you enter when you fill a field is controlled by the person who designed the form. You can format individual words and characters in bold, italic and underline, if required, by using the commands on the Format menu.

Note: Formatting inserts hidden characters into your text. These hidden characters may interfere with searches you do for specific data. Avoid formatting text in fields which you may search later.

Moving Between Fields

When you open a form in Filler, the cursor appears in the first field on the form. You fill a form by typing information in a field, then tabbing to the next field. When you press the TAB key, the cursor moves to the next field. The tabbing order depends on how your form was designed.

Use the following keys and commands to move from field to field.

To go to	Press
Next field	TAB
Previous field	SHIFT + TAB
Specific field	On the Edit menu, click **Go To Field**, then double click the field you want.

Note: To quickly display the Go To Field dialog, click the field name box on the status bar.

Filling a Table

Tables consist of rows and columns. Each field in a table is known as a cell. To move from cell to cell, press TAB. When you reach the last cell in a row, press TAB to move to the first column of the next row.

A table may have been designed to have a fixed number of rows, or it may be *scrollable*. If a table has a fixed number of rows, pressing TAB when the cursor is in the last cell of the last column moves the cursor to the next field.

If a table is scrollable, when you fill the last cell displayed on the screen, scroll bars appear to the right of the table, and FormFlow creates a new, blank row. With a scrollable table, you can create any number of rows of information, regardless of the number that appear on the screen at one time.

MISCELLANEOUS EXPENSES

Date	Description	Amount
Sept 14 1997	Couriers	$55.20
Sept 16 1997	Postage	$84.55
Sept 16 1997	Catering	$34.00
	TOTAL	**$252.75**

Scroll bars for navigating entries in a table

Filling Special Fields

FormFlow forms have different types of fields, each of which accepts certain types of information. When the cursor is in a field, its type is indicated with a symbol on the status bar.

Indicates the current field is a Date type.

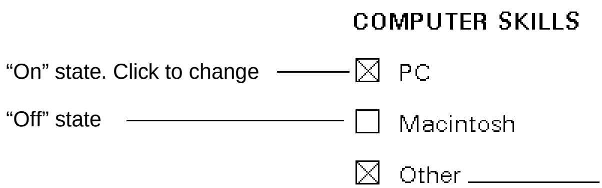
The following chart lists the types of fields, how to identify the field type, and the information you can enter.

Field type	Status bar indicator	Valid entries
General	A	Any
Fixed	#	Numbers
Percentage	#	Numbers
Currency	#	Numbers
Floating	#	Numbers
Page Number	#	Numbers
Check Mark	C	Symbols or text for “On”, “Off” and “Other” states
Time	T	Numbers, separators
Date	D	Numbers, text for months, separators
Graphic	G	Graphics, OLE objects
Bar Code	B	Numbers, text or other characters, depending on the bar code format
Signature	S	Text

Filling Check Mark Fields and Radio Buttons

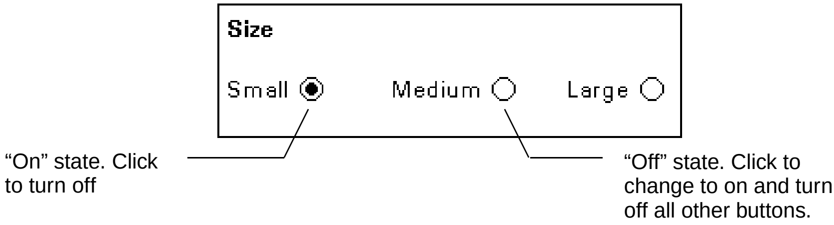
A check mark field operates as an On-Off switch, with either two or three possible states, or entries.

- A two-state check mark field is either on or off. When on, it appears as “Yes” or “Y”, or as a symbol such as a check mark, “X”, bullet or asterisk. When off, it appears as “No”, “N” or a blank.



- A three-state check mark field is similar to a two-state check mark field, except that it has a third option available. Typically this would be “Not available”.

Radio buttons are groups of check mark fields, with the “On” character indicated as a filled circle. You can have only one radio button on in a group. Turning on one button automatically turns all other buttons off.



➤To fill a check mark field

Do one of the following:

- Click in it. Click again to toggle to the available states.
- Tab to it, then press the space bar to cycle through the available states.

Filling Graphic Fields

There are two ways you can fill a graphic field:

- Select a file that is one of the types of graphics recognized by FormFlow.
- Copy a graphic to the Windows Clipboard, then paste it into the graphic field. You can also copy and paste information other than graphics, such as charts, graphs, and text.

➤To select a graphic file

Quick keys: CTRL + F6

1. On the Insert menu, click **Picture**. The Insert Picture dialog appears.
2. Specify the drive and directory in which the file you want to select is located.
3. Click the file name, then click **OK**.

When your cursor is still in the graphic field, FormFlow displays the path and file name of the graphic. When you tab to another field, the actual graphic appears.

➤To paste a graphic from the Clipboard

1. Using the program that created the original file you want to paste into your form, select and copy the portion of the picture or other information to the Clipboard.

2. Switch from the other program to FormFlow.

3. Tab to the graphic field.

Quick keys: CTRL + V

4. On the Edit menu, click **Paste**.

Note: To edit the information in the graphic field, double click it to start the program that created the original.

Filling Date and Time Fields

Date and time fields are usually designed to insert the current date and time automatically, using your computer's clock. These fields may or may not be editable.

➤To fill a date or time field

Type the date or time in the format expected.

For example, if the format of a date field is MM DD YY, you would type 09 15 97 for September 15, 1997.

Note: If you don't know the format the field requires, press F4 to display the Field Information dialog.

➤To insert the current date or time

Press CTRL + Z.

Filling Bar Code Fields

FormFlow supports eight bar code formats. Each has its own format and allowable characters.

➤To fill a bar code field

1. Type the bar code characters in the format expected.

   For example, UPC Type A bar codes consist entirely of numbers, and must be exactly 11 characters long.

2. Tab to another field to display the bar code.

Using Lookups

A lookup is a list of entries available for a field. Depending on how the form designer created the lookup, the list may be merely suggestions or common entries, or it may contain the only entries allowed when you fill the field.

A lookup is available for the current field if the letter “L” appears on the status bar, between the page number and the change indicator light.

Indicates a lookup for the current field.

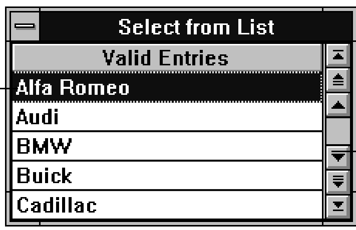
➤To use a lookup

1. Tab to the field containing the lookup.

Quick key: F3

2. On the View menu, click **Lookup**. The Select from List dialog appears.

Click an entry to insert it in the field.



Scroll to see more entries.

3. Click an entry to insert it in the field. If necessary, scroll down the list to display more entries.

Note: You can enlarge the lookup by dragging a side or corner.

➤To display all lookups automatically

1. On the Tools menu, click **Options**. The Options dialog appears.

2. Click the General tab.

3. In the Settings section, enable **Auto data lookup**, then click **OK**.

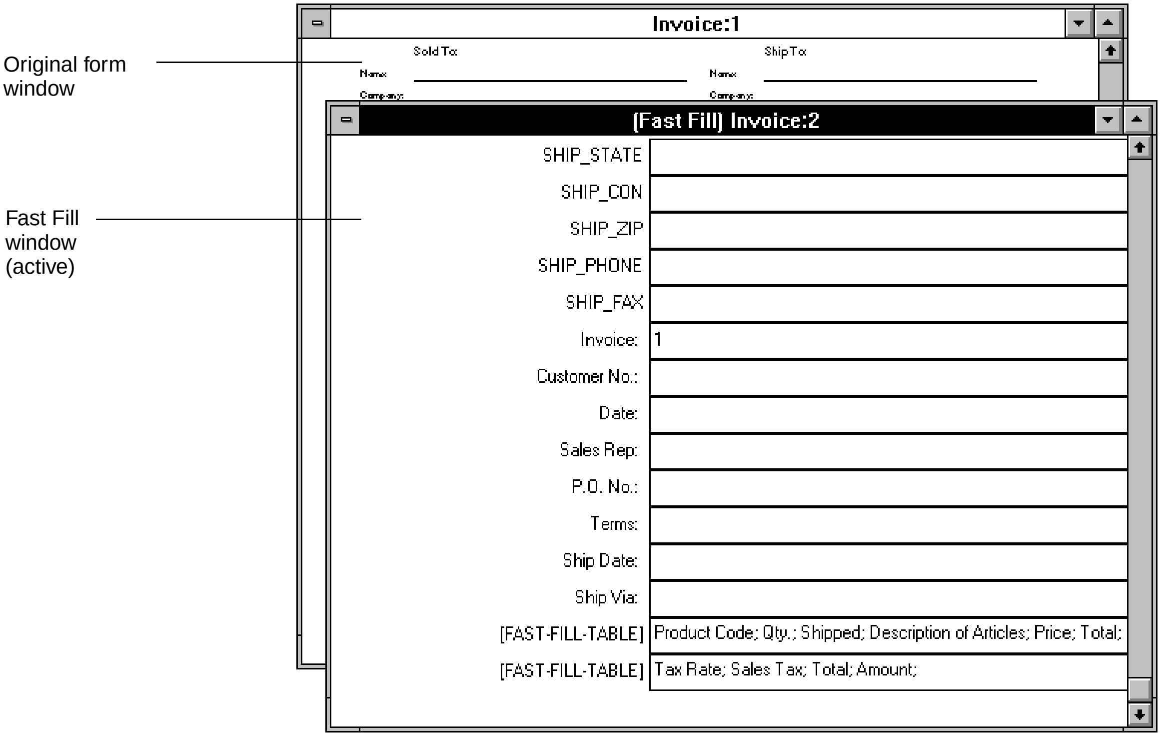
Each time you tab to or click in a field with a lookup, FormFlow displays the lookup associated with that field.

Using Fast Fill

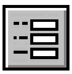
Fast Fill is a method of displaying your form for rapid data entry.
In Fast Fill, FormFlow replaces the normal version of your form with a stripped-down version, containing only field names and boxes for data entry.

Each field on the form appears as a box with an identifying label to the left of it. Field name labels in Fast Fill are either:

- the heading that appears on the actual form (if the heading and filling area occupy the same box)
- the name of the field, as it appears on the status bar (if the filling area has no heading).



➤**To use Fast Fill**



Quick keys: CTRL + Y

1. Open the form you want to fill.
2. On the View menu, click **Fast Fill**. The form appears in a new window.
3. Fill the form as you normally would, by entering information, then tabbing to the next field. Each information in each field, as required.
4. On the View menu, click **Fast Fill** again to close the window.

Tip: You can display the regular and Fast Fill versions of the form in adjacent windows. On the Window menu, click **Arrange All**.

Filling Tables

Tables are indicated with the label [FAST-FILL-TABLE], and the associated field names appear in the box reserved for data entry. When you tab to this field, FormFlow opens a separate window for the table.

Column headings indicate the name of each column on the table. You can tab from cell to cell to fill the table. When you tab out of the last cell, FormFlow displays the previous Fast Fill window.

Filling Combs

Each cell in a comb has a separate box for data entry. If the comb is named SIZE, the cells in Fast Fill are named SIZE:1, SIZE:2, SIZE:3, and so on.

Filling Graphic Fields

Quick keys: CTRL + F6

To select the graphic you want to appear in a graphic field, click **Picture** on the Insert menu, then select a file.

FormFlow displays the full path and file name of the graphic, and information about the type of graphic scaling. When you exit from Fast Fill, the graphic appears in the field.

Filling Bar Code Fields

When you fill a bar code field, FormFlow displays the characters it will use to generate the bar code in the Fast Fill box. When you exit from Fast Fill, FormFlow displays the appropriate bar code on your form.

Updating Calculations

FormFlow derives values for some fields based on the values in other fields. These derived values are known as calculations. Commonly used calculations include subtotals, tax or discount percentages, and grand totals.

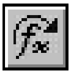
You can set up FormFlow to make these calculations automatically, or you can recalculate them as required. Having FormFlow make calculations automatically ensures that calculated values on the form are always correct. Calculating manually may reduce the time it takes to fill a form, because FormFlow does not have to recalculate values every time you fill a field.

➤To calculate values automatically

Quick keys: CTRL + A

On the Tools menu, click **Auto Recalc**.

Auto Recalc is a toggle. To turn it off, click the command again.



Quick key: F9

➤To calculate values

On the Tools menu, click **Recalculate**.

Note: FormFlow does not automatically recalculate fields with certain characteristics. For example, if you overwrite a calculated field, FormFlow assumes you intended to do so. To recalculate all fields, press CTRL + F9.

Signing a Form Electronically

A FormFlow form can include signature fields that store an electronic signature. If you have been assigned a security passphrase, you can:

- sign forms electronically—to indicate authorization in the same manner as a handwritten signature
- verify that other users' signatures are valid, and that data locked by those other signatures is unchanged.
- use encryption when sending form packages.

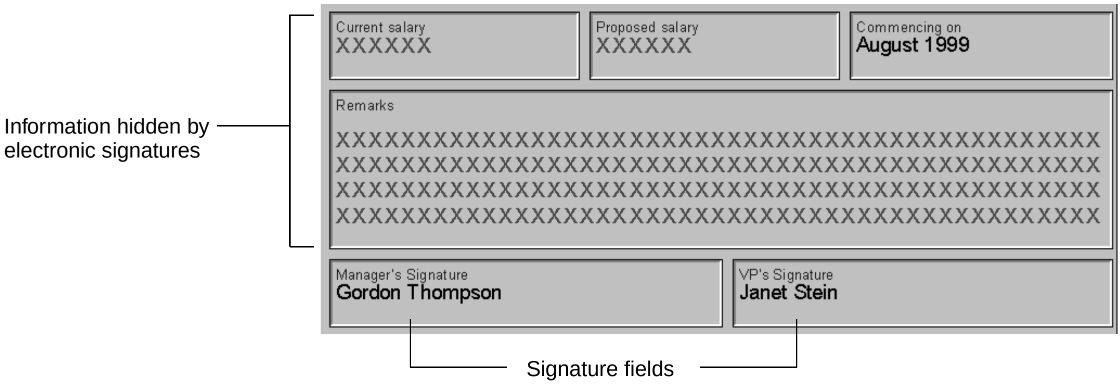
If your organization has implemented security levels, you may have an assigned security level, such as "Manager" or "Vice president". If the designer of the form designated the level required to sign a signature field, Filler verifies that you have the appropriate security level, before you can sign the field. If you do not, FormFlow displays a message, telling you what level is required.

➤To sign a field

1. Tab to the signature field.
2. Type your security passphrase in the field, then press TAB. The Security User Login dialog appears.
3. Type your user name in the **User Name** field, then press TAB. Your user name was assigned to you by your security administrator.
4. Specify the path and name for your security profile file. If your security profile file is stored on a floppy disk, insert the disk in your disk drive.
5. Click **OK**. Your name appears in the signature field.

Depending on how a form is designed, signing a form may set up some or all of the following conditions:

- The signature may be protected, such that only the original signer can unsign that form record.
- The signature may cause other fields on the form to be locked, so that other users cannot modify the information.
- Fields locked by a signature may also be hidden. Once the form is signed, the information in those fields is hidden behind rows of Xs.

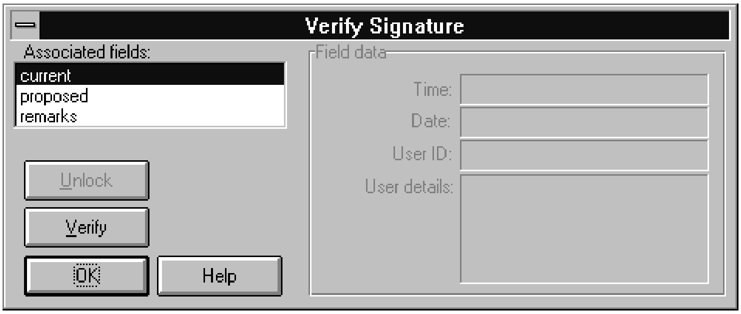


➤To verify an electronic signature

1. Tab to the signature field. The signature disappears.
2. On the Tools menu, click **Security**, then **Log In**. The Security User Login dialog appears.
3. Type your passphrase, then press TAB.
4. Type your user name, then press TAB. Your user name was assigned to you by your security administrator.
5. Specify the path to your security profile file. If your security profile file is stored on a floppy disk, insert the disk in your disk drive.
6. Click **OK**.

Quick key: F6

7. On the Tools menu, click **Verify Signature**. The Verify Signature dialog appears.

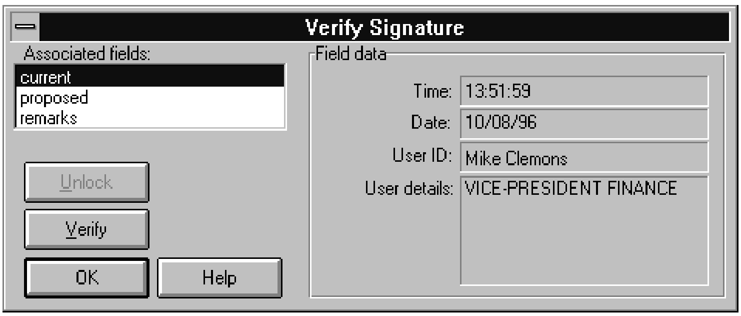


8. Click **Verify**.

9. If the signature and associated information is valid and unchanged, the following message appears:

   Signature verification...
   Signature and data are valid.

10. Click **OK** to acknowledge the message. FormFlow displays information about the signer in the Field data area of the Verify Signature dialog.



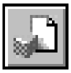
If the signature or associated data has been changed since the record was originally signed, the following message appears:

   The signature does not match the data

Inserting an OLE Object

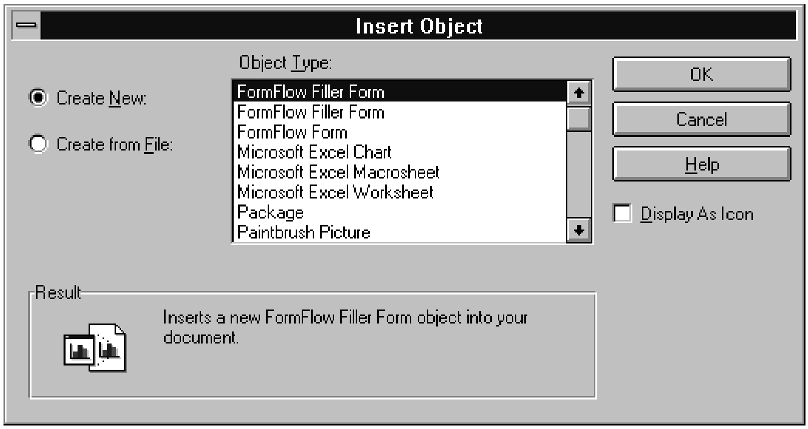
You can insert information from another Windows program as a graphic in a graphic fill field on your form.

➤To insert an existing object



1. Tab to or click in the field.

2. On the Insert menu, click **Object**. The Insert Object dialog appears, displaying the programs available to you.



3. Click **Create from File**.

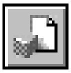
4. Click **Browse**, then select the file you want to insert.

5. If you want changes to the original object to be reflected in your form, click **Link**. Otherwise, FormFlow creates a separate copy of the object, which you can edit independently of the original.

6. Click **OK** to insert the object.

To edit the object, double click it to launch the program that created it.

➤To insert a new object



1. Tab to or click in the field.

2. On the Insert menu, click **Object**. The Insert Object dialog appears.

3. Click **Create New**.

4. In the Object Type box, click the program you want to use to create the object, then click **OK**.

5. The program you selected starts up. Depending on the program you chose, you may see the actual program, or the program's menus within FormFlow.

6. Create the object you want to appear in the field.

7. On the program's File menu, click **Exit and return to.** The program prompts you to save your changes.

8. Click **Yes**, or its equivalent. The object appears in your form field.

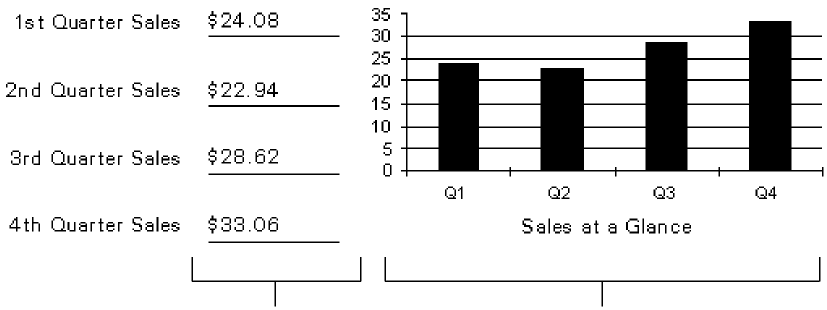
To edit the object, double click it to launch the program that created it.

Linking to Information in Other Programs

FormFlow enables you to link a graphic field on your form to information in another Windows program. When the information in the other program is updated, the results are automatically reflected in FormFlow.

For example, you could link the information on your form to an Excel spreadsheet. As you enter new information into the form fields, the spreadsheet is automatically updated.

Using the information on the spreadsheet to create a graph, you could in turn link the graph back to your form, by pasting it into a graphic field, as illustrated below.



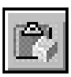
Currency fields. Data is linked to an Excel spreadsheet.

Graphic field, linked to Excel graph of sales figures, created from spreadsheet of sales figures.

If you change the numbers on the form, the graph also changes, because the form and the spreadsheet used to create the graph are linked.

➤To link to information in other programs

1. Tab to or click in the field.
2. Start the program that created the information you want to insert in your form.
3. Copy the information—picture, chart, text—to the Clipboard.
4. Switch back to FormFlow.



5. On the Edit menu, click **Paste Special**. The Paste Special dialog appears.

6. Click **Paste Link**.

7. Click **OK**. The object appears in your form field.

To edit the object, double click it to launch the program that created it.

Note: If the Paste Special command is grayed, the program from which you copied the information does not support OLE. You can still paste the object, but changes to the original are not reflected in your form.

Spell Checking Text

FormFlow includes a spell checker to ensure that all the data you enter in your form is spelled correctly. You can check the entire record or individual form fields.

➤To spell check a field or record

Quick keys: CTRL + F10

1. Tab to or click in the field you want to check.

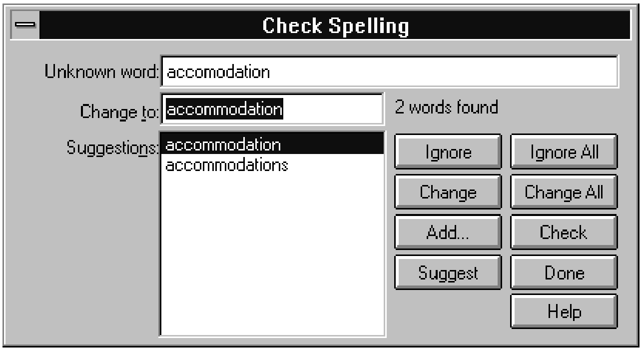
2. On the Tools menu, click **Check Spelling**. FormFlow compares the text in the field with the entries in two dictionaries: the default dictionary and your custom user dictionary.
   - If everything in the field matches something in one of the dictionaries, a message appears:

     Spell check for current field complete. Continue checking for the rest of the form?

     To check other fields, click **Yes**.

     To end spell checking, click **No**.

   - If FormFlow locates a word not in either dictionary, it highlights the word and displays the following dialog.



Note: An unknown word is not necessarily misspelled. FormFlow may flag proper names or specialized or technical terms. If you use such words frequently, add them to your custom dictionary.

FormFlow displays the word it wants you to check in the **Unknown Word** field. If you have set up FormFlow to display a list of possible replacements, these words appear in the **Suggestions** list.

The number of possible replacements is shown opposite the **Change to** field. If there are more than 10, scroll bars appear on the Suggestions list.

The following table describes the options for handling unknown words.

Click this button…	To do this
Ignore	Skip the unknown word. If the word occurs again, FormFlow flags it again.
Ignore All	Skip all occurrences of the unknown word. If the word occurs again, FormFlow ignores it.
Change	Change the unknown word to a word on the Suggestions list. To replace the unknown word, click the word on the list you want, then click Change.
Change All	Change all occurrences of the unknown word to a word on the Suggestions list. To replace the unknown word, click the word on the list you want, then click Change All. Any further occurrences of the same word are also replaced.
Add	Add the unknown word to your custom dictionary. If the word occurs again, FormFlow accepts it.

When FormFlow finds another unknown word, it highlights it. If the word is on a portion of the form page not currently displayed, it scrolls the screen to display the field. In multiple-page forms, FormFlow moves automatically from page to page to spell check the text in all fields.

When spell checking of the current record is complete, FormFlow displays the message:

Spell check complete.

Note: During a spell check, FormFlow skips fields if they:

- do not contain text
- use calculations to derive their values
- are non-overwritable
- have mandatory lookups.

5

Working with Data

This chapter describes how to work with data in FormFlow® Filler. It covers the following topics:

- opening and saving a database
- adding, updating and deleting database records
- committing and rolling back changes to a SQL table
- locating and displaying records
- selecting and creating database indexes.

Working with Databases

Before you can add new records or view existing records in a form, you must open a database.

Opening a Database

You can open a database in either of two ways:

- Open a database for the current session only. When you finish the current session, and close the form, there is no further association between the form and the database. To use the same database in subsequent sessions, you must repeat the process of opening the database.

See “Defining a Default Database” on page 5-7.

- Open a database and define it as the default database for the form. When you finish the current session, and close the form, FormFlow retains the association between the form and the database. The next time you open the form, FormFlow automatically opens the default database.

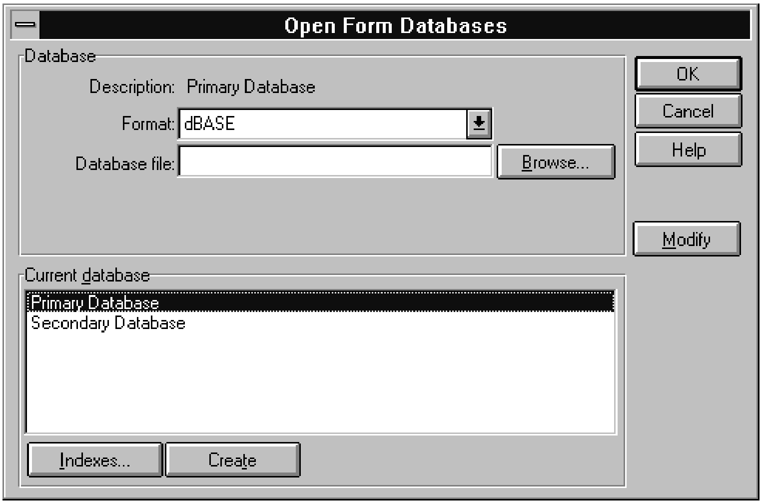
Note: The **Open Data** command is grayed (unavailable) if the current form’s fill options have been limited so that you can fill it in only with a pre-defined default database.

➤To open a database

1. Open the form you want to work with.

Quick keys: CTRL + F

2. On the Data menu, click **Open Data**. The Open Form Databases dialog appears.



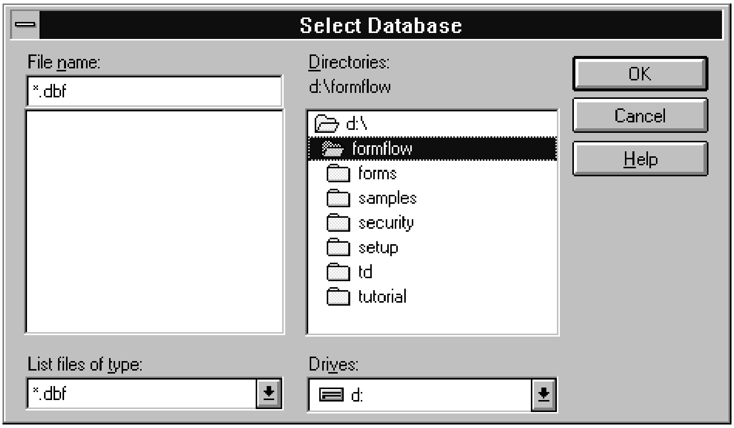
3. Click in the **Format** box, scroll through the list of database formats, then click the format you want. If you select SQL, Lotus Notes or ODBC format, the Database area of the dialog changes as described in the following table.

Format	New fields	Comments	New buttons
SQL	Table Name Server Name Database	Replaces Database File field. Except DBM, where the server (that is, the remote node name) is defined in the catalog entry for the database. Except Oracle, which has only one database per server.	Filter Options
Lotus Notes	Notes Form Server Name Database	Replaces Database File field.	
ODBC	Table Name	Replaces Database File field.	Filter Options

➤To open a conventional database

1. If you know the path and file name of the database file you want to open, type this in the **Database file** field, then continue at step #4.

2. If you do not know the path and filename of the database file you want to open, click the **Browse** button to the right of the field. The Select Database dialog appears.



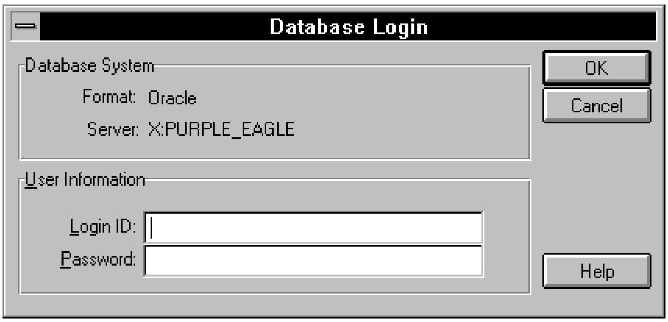
3. Specify the drive, directory and file name of the database file you want to open, then click **OK** to return to the Open Form Databases dialog.

4. In the Open Form Databases dialog, click **OK**. FormFlow opens the database.

➤To open and log in to a SQL table

1. In the Open Form Databases dialog, click the **Browse** button to the right of the **Table name** field. The Select Table dialog appears.

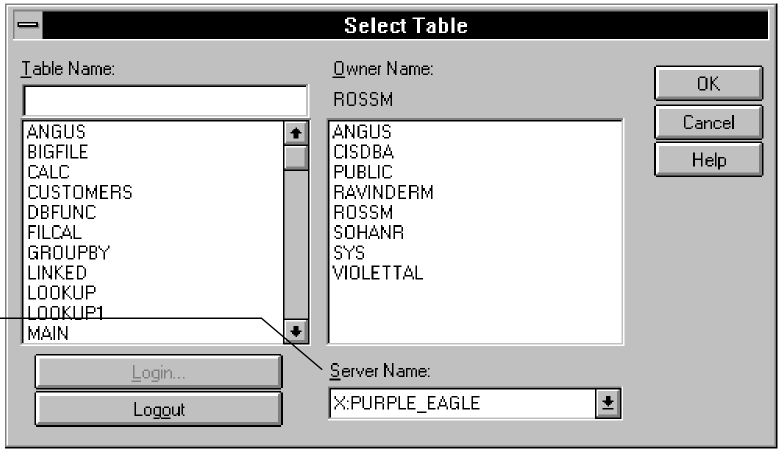
2. Click **Login**. The Database Login dialog appears.



3. Type your **Login ID** and **Password**, then click **OK** to return to the Select Table dialog.

Once you have logged in, the Select Table dialog shows the tables you are authorized to select and attach to your form.

Server Name
(Database in DBM)

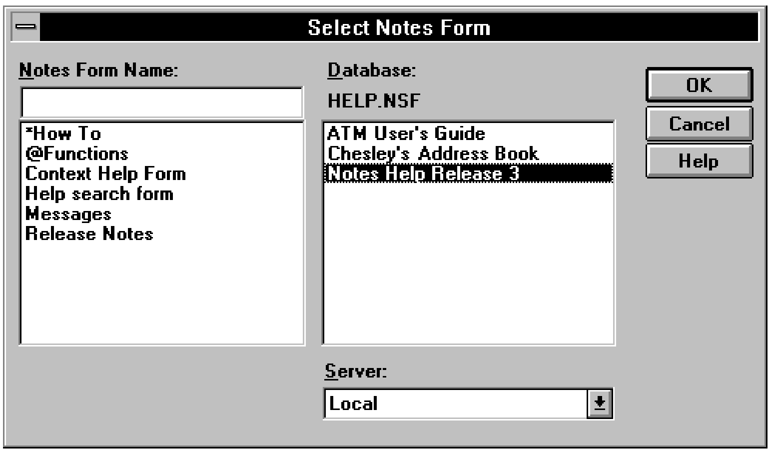


4. Select a **Table name**, then click **OK** to return to the Open Form Databases dialog.

5. Click **OK**. FormFlow opens the table.

➤To select a Lotus Notes form

1. In the Open Form Databases dialog, click **Browse**. The Select Notes Form dialog appears.



2. In the Select Notes Form dialog, do the following:

   - Select the **Server** that contains the database you want to use.

- If you select a form from a server, Lotus Notes needs your password to access your ID file. Type your password in the Lotus Notes dialog box, then click **OK**.
- Select the **Database** that you want to use.
- Select a **Notes Form Name** from the list displayed, then click **OK** to return to the Open Form Databases dialog.

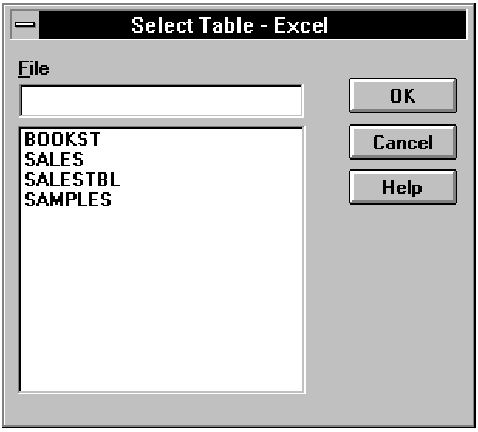
3. In the Open Form Databases dialog, click **OK**. FormFlow opens the Notes form.

Note: To enter data in a Lotus Notes database, you must have at least Editor access. For more information, consult your database administrator.

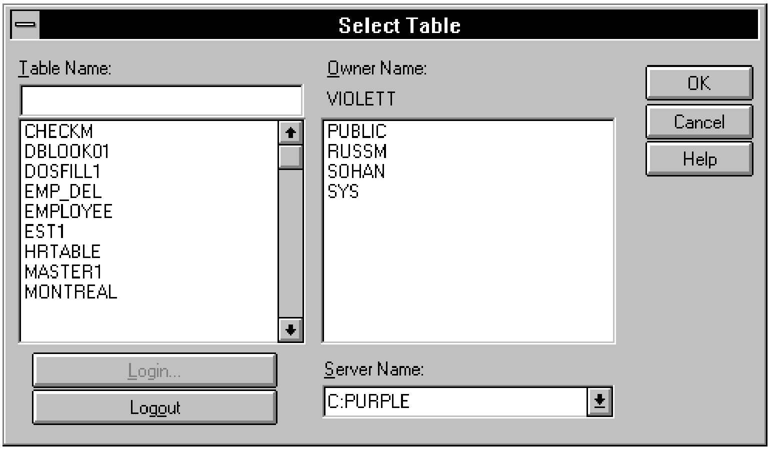
➤To select a database using OBDC access

1. In the Open Form Databases dialog, click **Browse**. The Select Table dialog appears. The appearance of the Select Table dialog depends on whether your ODBC driver is single-tier or multiple-tier.

2. For a single-tier driver, select the table that you want to use, then click **OK**.



3. For a multiple-tier driver, you may have to log on to the server in order to access the database. Do the following:
   - If requested, type your **Server Name**, **User name** and **Password** in the Logon dialog, then click **OK** to return to the Select Table dialog.
   - Select the table that you want to use, then click **OK**.



4. In the Open Form Databases dialog, click **OK**. FormFlow opens the database.

Defining a Default Database

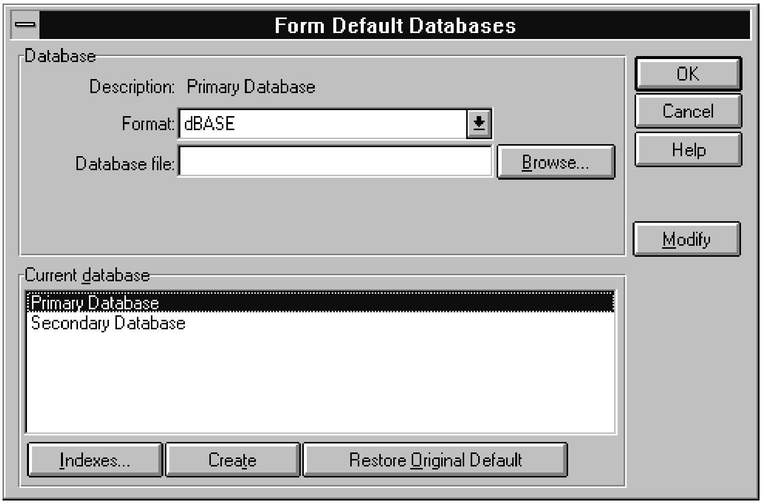
When you define a default database for a form, FormFlow retains the association between the form and the database. Every time you open the form, FormFlow automatically opens the default database.

The procedure for selecting a default database is identical to the procedure for selecting a non-default database, except that you are working from the Form Default Databases dialog.

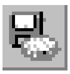
➤To define a default database

1. Open the form you want to work with.

2. On the Data menu, click **Default Data**. The Form Default Databases dialog appears.



3. Follow the steps in the procedure “To open a database”, earlier in this chapter.

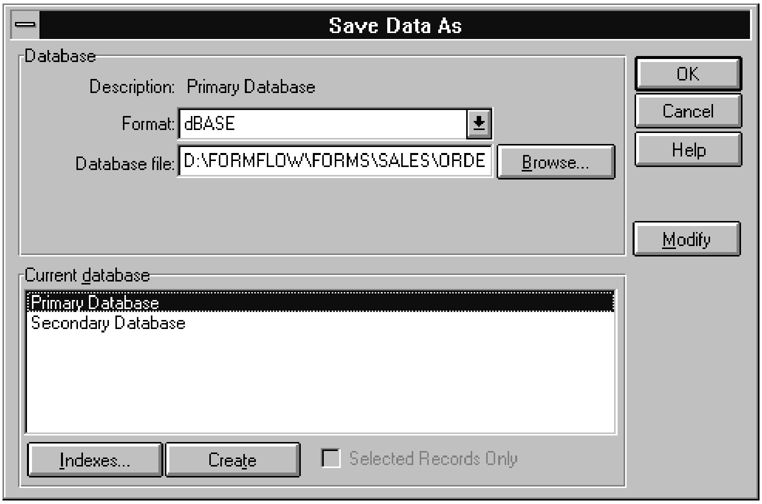


Saving a Database

When you save a database with a different file name or a different path, you create a copy of the original database in the new location. You can then modify and save data in the new database without altering the original file.

1. Open the form with the database you want to modify.

2. On the Data menu, click **Save Data As**. The Save Data As dialog appears.



3. In the Current database list, click the database you want to save to a different name.

4. Click in the **Database file** box, type the new path and file name, then click **OK**.

5. If the database does not exist, a confirmation dialog appears, to verify that you want to create it. Click **Yes** to create the new database. An information dialog appears, showing details of the newly created database.

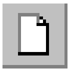
6. A further dialog appears, asking which records you want to save to the new database. Click either of the following:
   - **Current** – to save only the current record to the new database
   - **All records** – to save all existing records to the new database.

Note: To save a copy of a database on a network drive, you must have write access. If FormFlow cannot create a database for you, check that you have write access on the drive on which you want to save the database. You also need write access on the drive on which the form is stored, because FormFlow needs to create a file in that directory when it creates a new default database.

Working with Records

Creating a New Record

When you first open a form that has existing records in the attached database(s), FormFlow displays one of the existing records. Before you begin filling, you must create a new, blank record.



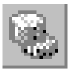
Quick keys: CTRL + N

➤To create a new record

On the File menu, click **New**. A blank copy of the form appears, ready for you to fill.

Adding a Filled Record

Once you have filled a record, you must save it to a database before you can begin to fill the next record.



Quick keys: CTRL + S

➤To add a filled record

1. Fill the fields on the record.

2. On the Data menu, click **Add Record**. The filled record is added to the database, and a new, blank copy of the form appears, ready for you to begin filling the next record.

Updating a Modified Record

You can modify an existing record at any time. Once you have made the changes, you must save the modified record to the database.

Quick keys: CTRL + U

➤To update a modified record

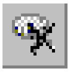
1. Make the necessary changes to the fields on the record.

2. On the Data menu, click **Update Record**. The modified record is saved to the database.

Note: You can also update a record using the **Save** command on the File menu. If you have not yet saved the record, clicking **Update Record** or **Save** has the same effect as using the **Add Record** command.

Deleting a Record

You can delete an existing record from a database.



➤**To delete a record**

1. Display the record you want to delete.

Quick keys: CTRL + K

2. On the Data menu, click **Delete Record**.

The deletion process varies, depending on your database format. The following table summarizes the different processes.

Database format	How deleted records are handled
ASCII	A dialog appears, asking you to confirm the deletion. If you confirm, FormFlow first makes a copy of the file, before the deletion, and saves it with the extension .BAK. FormFlow then creates a new file, using the original file name and .FIL extension, from which the selected record is deleted.
dBASE	Records are flagged for deletion, but are not finally deleted until you purge deleted records.
Paradox	A dialog appears, asking you to confirm the deletion. If you confirm, the current record is deleted.
SQL	A dialog appears, asking you to confirm the deletion. If you confirm, the current record is deleted. Deletions from a SQL table are not final until you commit changes.

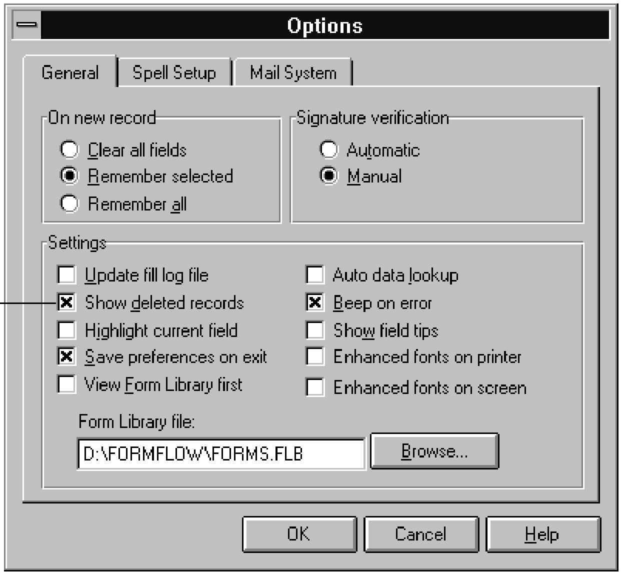
Purging Deleted dBASE Records

When you delete a record from a dBASE database, it remains in the file until you purge deleted records. You can turn the display of deleted dBASE records on or off.

➤To view deleted dBASE records

1. On the Tools menu, click **Options**. The Options dialog appears.

Toggle display of deleted dBASE records



2. Enable **Show deleted records**.

Tip: When you view a deleted dBASE record, a symbol—with the same icon as the Delete Record button—appears on the status bar.

➤To purge deleted dBASE records

1. On the Data menu, click **Purge Deleted Records**. A dialog appears, asking you to confirm the deletion.

2. Click **Yes**. The deleted records are permanently removed from the database.

Committing and Rolling Back SQL Changes

When you make changes to records in a SQL table—whether you are adding, updating or deleting records—those changes are not permanent until you commit the changes.

After making changes to a form with an attached SQL table, you must either commit or rollback the changes before you can close a form, or exit FormFlow. In addition, while you are working with the form, you can commit or rollback changes at any time.

Note: If you do not see any messages about committing or rolling back changes, it means that your form has been designed to do this automatically, whenever you save a record.

➤To commit changes to a SQL table

On the Data menu, click **Commit All Changes**.

➤To rollback changes to a SQL table

On the Data menu, click **Rollback All Changes**.

Locating and Displaying Records

You can view the existing records in the database attached to a form in the following ways:

- stepping through the records, one at a time
- going to the first or last record in the database
- going to a specific record number
- searching for specific records.

Moving Through Records

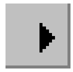
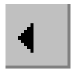
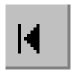
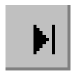
The sequence of records in a database is controlled by the sorting index. If there is no sorting index, records are sequenced in the order in which they are created. Otherwise, when you change from one sorting index to another, you change the sequence of records.

For example, if you sort an employee file alphabetically by department, you would see the employees in the Accounting department, then Human Resources, Marketing, Production and finally Research. If you sort the same file by employee last name, or by hire date, you would see a different sequence.

See "Working with Indexes" on page 5-18.

When you move through records in an indexed database, the sorting index determines the order of the records you are moving through.

The following table explains the different methods of moving through records.

To go to	Menu command	Button	Quick key
Next record	On the Locate menu, click **Next**		CTRL + PGDN
Previous record	On the Locate menu, click **Previous**		CTRL + PGUP
First record	On the Locate menu, click **First**		CTRL + HOME
Last record	On the Locate menu, click **Last**		CTRL + END

➤To go to a specific record

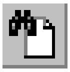
Quick key: CTRL + G

1. On the Locate menu, click **Go To Record**. The Go To Record dialog appears.
2. Type the number of the record you want to go to, then click **OK**. The specified record appears.

Searching Records

FormFlow provides three methods to help you find records that match the criteria you specify:

- **Query by form** – on a blank form, you type the value(s) you want to match in the field(s) you want to search
- **Search on index field** – search for a match in one or more of the fields in an existing index
- **Search on expression** – search for a match in any field (indexed or not) with the boolean expression you create.



Quick key: CTRL + B

➤To perform a query by form

1. Open the form and database you want to search.

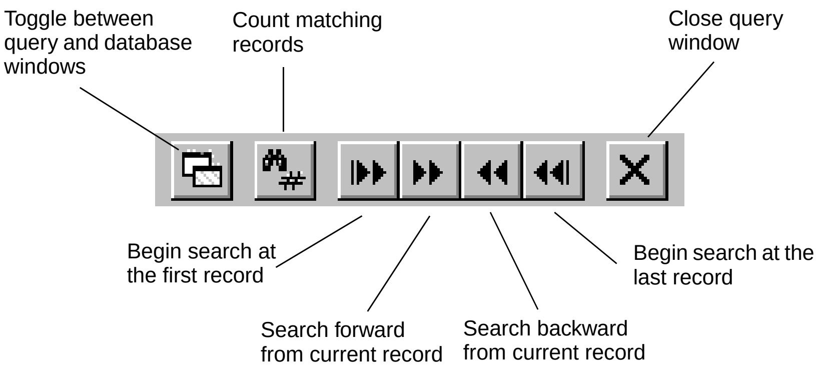
2. On the Locate menu, click **Search**, then click **Query By Form**. A blank copy of the form appears, and a new toolbar is added.

3. Click in or tab to the field on which you want to query, then double click in the field to display the list of operators:
   - equal to (=)
   - less than (<)
   - less than or equal to (<=)
   - greater than (>)
   - greater than or equal to (>=)
   - not equal to (<>).

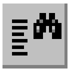
4. Click the operator you want to use, then type the value you want to search for.

5. Repeat step #3 and step #4 for any additional fields you want to use in the query.

6. Use the search toolbar buttons to proceed with your search in any of the following ways:



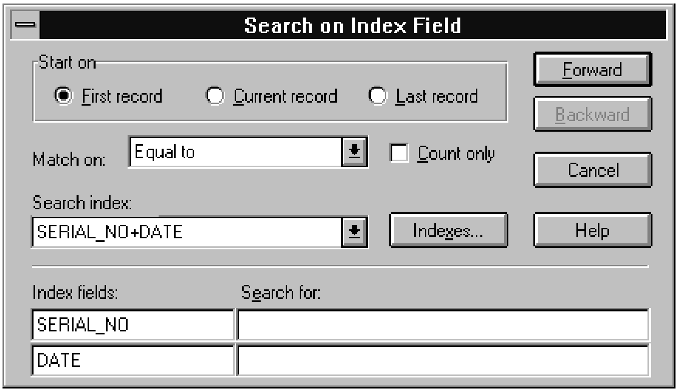
Note: When the Query by Form window is active, the status bar shows [Query Form] in the area normally reserved for the record count. In addition, all commands on the Data menu are grayed.



➤To perform a search on index

1. Open the form and database you want to search.

2. On the Locate menu, click **Search**, then click **Search on Index Field**. The Search on Index Field dialog appears.



3. In the Start on section, specify the starting point for your search by enabling one of the following options:
   - First record
   - Current record
   - Last record.

4. Click in the **Match on** box, then, to specify the operator you want to use, click one of the following:
   - equal to (=)
   - less than (<)
   - less than or equal to (<=)
   - greater than (>)
   - greater than or equal to (>=)
   - not equal to (<>).

See “Working with Indexes” on page 5-18.

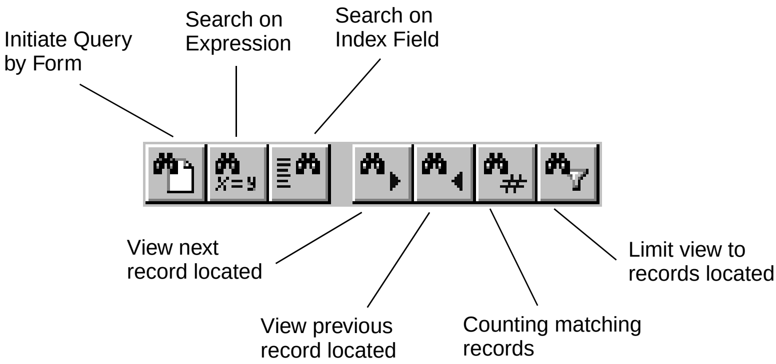
5. Click in the **Search index** box, then click the index you want to use for the search. The associated index fields appear at the bottom of the dialog.

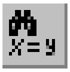
6. For each index field you want to search on, click in the **Search for** box to the right of the index field, then type the value you want to search for.

7. If you want to count the matching records, enable **Count only**.

8. To begin the search, click **Forward** or **Backward**.

Use the following toolbar buttons to proceed with your search on index or search on expression:

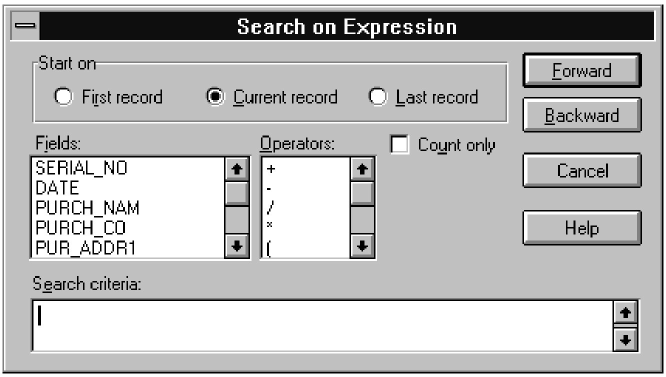




➤**To perform a search on expression**

1. Open the form and database you want to search.

2. On the Locate menu, click **Search**, then click **Search on Expression**. The Search on Expression dialog appears.



3. In the Start on section, specify the starting point for your search by enabling one of the following options:

   - First record
   - Current record
   - Last record.

4. To construct the search criteria, do either or both of the following:

   - In the **Fields** list and the **Operators** list, double click a field name, then double click an operator, to add them to the Search criteria.
   - Type your search expression directly in the Search criteria box.

For example, the expression might be:

```
"SELECT * FROM EMPLDB WHERE BIRTHDAY='1949-04-26'"
```

5. If you want to count the matching records, enable **Count only**.

6. To begin the search, click **Forward** or **Backward**.

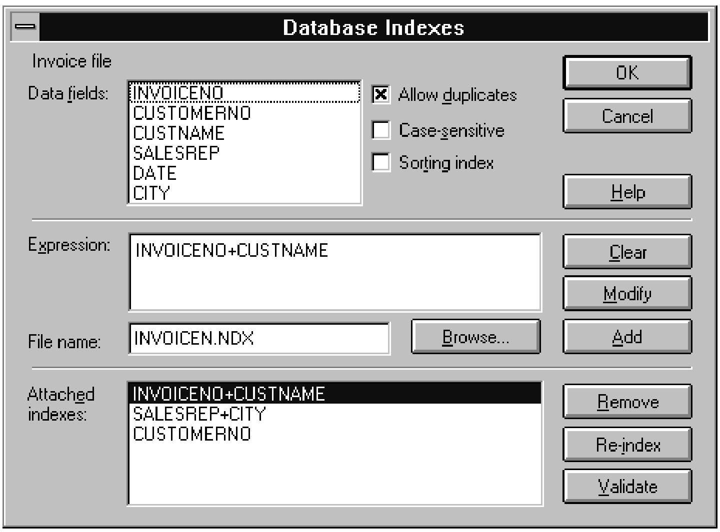
Note: In the search expression, field names must be enclosed in square brackets, and text strings must be enclosed in quotes.

Working with Indexes

The sorting index determines the sequence in which you view existing database records attached to your form. Although you can have multiple indexes attached to a database, only one index at a time can be defined as the sorting index.

➤To select a sorting index

1. On the Data menu, click **Select Index**.

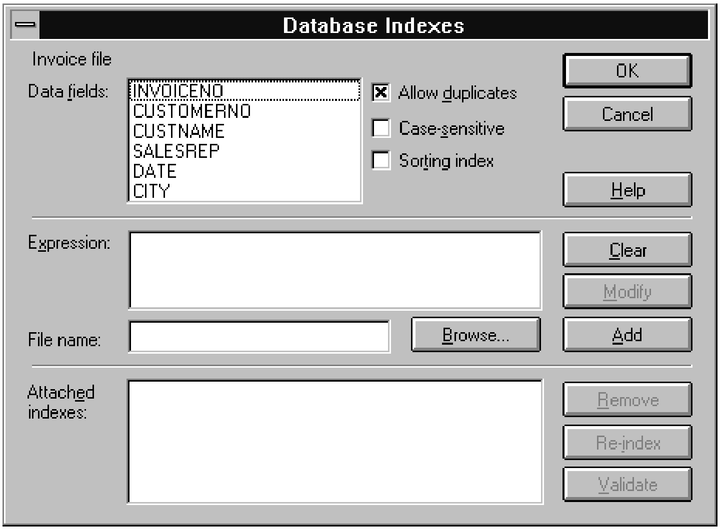


2. Click **Clear** to blank the **Expression** field.

3. In the **Attached indexes** list, click the expression you want to select as the sorting index.

➤To add a new index

1. On the Data menu, click **Select Index**. The Database Indexes dialog appears.



2. Click **Clear** to blank the **Case sensitive**, **Sorting index**, **Expression** and **File name** check boxes and fields.

3. To create a new index expression, do either of the following:
   - Scroll through the list of **Data fields** and double click each field that you want to add to the index **Expression**.
   - Type field names, joined by a plus sign (+), directly in the **Expression** field.

4. If you are defining an index for a dBASE database, do the following:
   - to attach an existing index, click **Browse** and use the Select Index dialog to locate and select the index.
   - enable or disable **Allow duplicates**.

Tip: If you enable **Allow duplicates**, you can enter the same data, in a field included in an index expression, on multiple records.

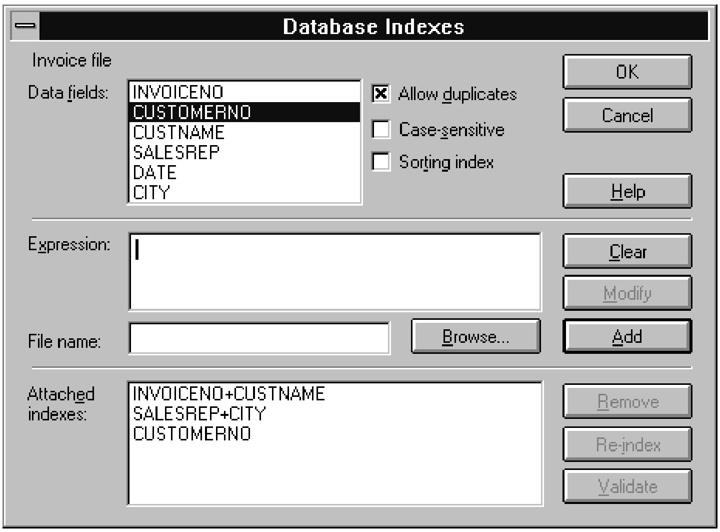
If you disable **Allow duplicates**, the data in an indexed field must be unique.

For example, you might want to index an employee file by Last Name and by Employee Number. Typically, an employee number must be unique, but several employees may have the same last name, so you would disable **Allow duplicates** for the employee number index, but enable it for the last name index.

5. If you are defining an index for a dBASE or Paradox database, enable **Case sensitive** if you want to sort uppercase data before lowercase data.

6. Enable **Sorting index**.

7. Click **Add**. The index expressions appears in the **Attached indexes** list at the bottom of the dialog.



6

Sending and Receiving Form Data

This chapter describes how to use FormFlow® Filler to send and receive the data associated with completed forms. It covers:

- sending form data
- receiving form data
- packaging form data
- processing workflow tasks.

Understanding Your Environment

See “Workflow” on page 2-11.

At the time of installation, your FormFlow administrator indicated that your organization uses only FormFlow Filler or that it uses both FormFlow Filler and JetForm Filler. The following table further describes these environments.

Only FormFlow Filler	Both FormFlow Filler and JetForm Filler
FormFlow sends the form and its associated data using a form package (an .FPK file).	FormFlow sends the data associated with a form using a .DAT file, packaged in a .JFM file, which both Filler programs understand.
For an InTempo task, FormFlow sends a specialized form package (an ._FF file), along with a .JFM file.	For an InTempo task, FormFlow sends the .JFM file.
For a FormFlow routing task, FormFlow Filler sends the package as a .WPK file.	FormFlow routing is not available.
Users receive the data and the associated form in the form package.	To receive the data, JetForm Filler users need access to an .MDF form, with the same name and in the same path as the .FRP form.

FormFlow sends all files as attachments to email messages.

Sending Forms in a FormFlow Filler Only Environment

See also “Sending Form Data in a Mixed Filler Environment” on page 6-4.

If your organization uses only FormFlow Filler, you can send a form and its associated data to another person or group using your email system as the transport mechanism. Sending forms via email is a fast and convenient way to get the form from your desk to the next person who needs to see it.

Note: Both you and the recipient must use the same email system.

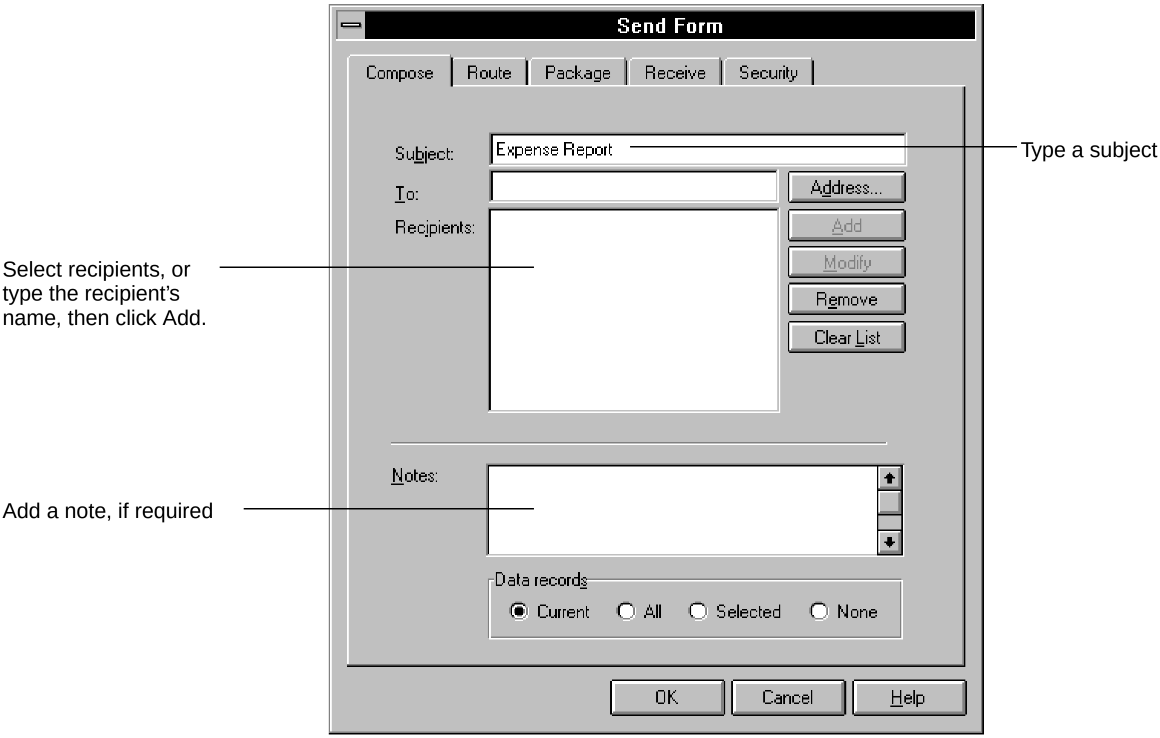
When you send a form, you can place the form and all the files associated with it inside a form package, which FormFlow attaches to an email message to the recipients. Recipients can open the form package and access the form from within FormFlow, or from their email system.

➤To send a form

1. Open the form you want to send. If you want to send a particular record, display that record.

2. After filling the form, click **Send Form** on the File menu.

3. If you are not logged into your email system, the email system login dialog appears. Type your user name and password, then click **OK**. The Send Form dialog appears.



4. Edit the subject of the email message, if required. The default subject is the form's title (if the form designer created one), or the form's file name if the form has no title.

5. Address the form. There are two ways you can add recipients:

- Click **Address**. Your email system's standard Address dialog appears. Choose the names of the people to whom you want to send the form data, then close the dialog. The names you choose appear on the Recipients list.
- Type a recipient name in the **To** field, then click **Add**. Repeat until all the names you want appear on the Recipients list.

6. In the **Notes** field, add a note to accompany the form data, as required.

7. Select which records, if any, that you want to send with the form.

8. Specify other options as appropriate. Click the tabs at the top of the dialog to display the other options.

9. Click **OK** to send the form.

Note: For information about the options on the Send Form dialog, see the online help. The options available to you are controlled by the designer of the form, and can vary from form to form.

Sending Form Data in a Mixed Filler Environment

See also "Sending Forms in a FormFlow Filler Only Environment" on page 6-2.

If your organization uses both FormFlow Filler and JetForm Filler, you can send the data associated with a form to another person or group using your email system as the transport mechanism. Sending form data via email is a fast and convenient way to get the data from your desk to the next person who needs to see it.

Note: Both you and the recipient must use the same email system.

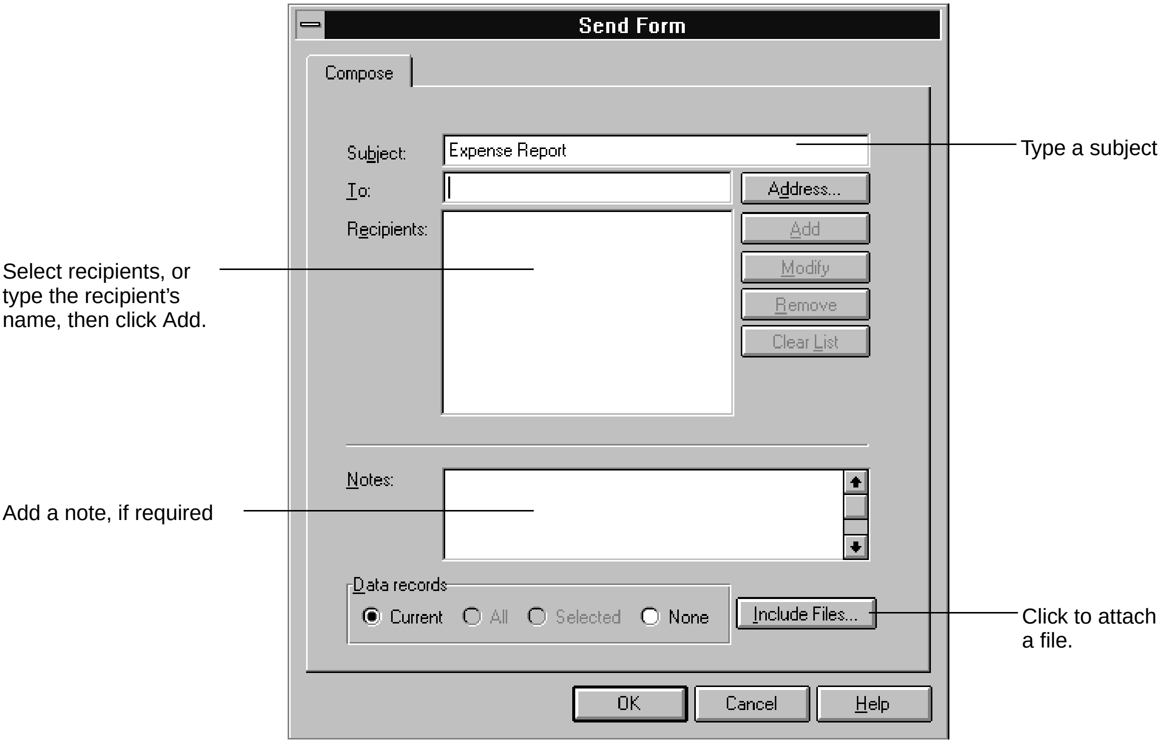
When you send form data, FormFlow places it in a .DAT file, which it packages in a .JFM file. It then attaches the .JFM file to an email message to the recipients. Recipients can access the data from within their chosen Filler program, or from their email system. To receive the data in JetForm Filler, users need access to an .MDF version of the FormFlow form.

➤To send form data

1. Open the form you want to work with. If you want to send the data for a particular record, display that record.

2. After filling the form, click **Send Form** on the File menu.

3. If you are not logged into your email system, the email system login dialog appears. Type your user name and password, then click **OK**. The Send Form dialog appears.



4. Edit the subject of the email message, if required. The default subject is the form's title (if the form designer created one), or the form's file name if the form has no title.

5. Address the message. There are two ways you can add recipients:

   - Click **Address**. Your email system's standard Address dialog appears. Choose the names of the people to whom you want to send the form, then close the dialog. The names you choose appear on the Recipients list.

- Type a recipient name in the **To** field, then click **Add**. Repeat until all the names you want appear on the Recipients list.

6. In the **Notes** field, add a note to accompany the form data, as required.

7. Select which data records you want to send.

8. To attach any other files to the message, click **Include Files**.

9. Click **OK** to send the form data.

Receiving Forms

You can view and process form data sent to you via email by another FormFlow Filler user or by a JetForm Filler user, depending on your environment. The data can arrive in either of these ways:

- In a FormFlow Filler only environment, a form and its associated data arrive in a *form package*, attached to an email message. When you open the package, the form appears in your FormFlow workspace.

  The options available to you, once you have opened the form package and filled the form or modified the form data, are controlled by the designer of the form. You may have the option to forward it to the next recipient, return it to the originator, or save the contents of the form package to your hard disk.

- In a mixed Filler environment, you receive form data as a .JFM file attached to an email message. This file contains the data associated with the form filled in by the sender. To open the file and use the form data, you need the associated form available in a folder accessible by you.

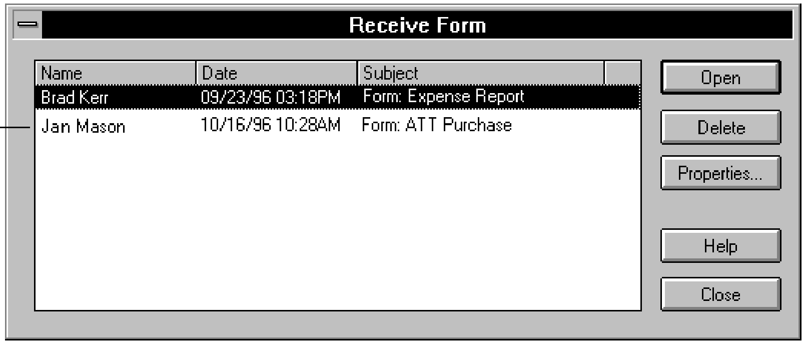
  Once you have entered or modified the form data, you can forward it to another recipient, return it to the originator, or save it to your hard disk.

➤To receive a form

1. On the File menu, click **Receive Form**.

2. If you are not logged into your email system, the email system login dialog appears. Type your user name and password, then click **OK**. The Receive Form dialog appears.

Click an item, then click Open to open the form.



3. To process a form and its associated data, do either of the following:
   - Click the appropriate line to highlight it, then click the **Open** button.
   - Double click the information in the line.

4. If the item that you select is a .JFM file:
   - The JetForm Message Information dialog appears. Click **Continue**.
   - If Filler cannot find the form file that is referenced in the .JFM file, it gives you the opportunity to browse for the form file.

The form opens in your workspace.

Notes:
- You can also open an .FPK file or a .JFM file from your email system by double clicking the attachment in the email message.
- Only email messages that reside in your email inbox, and that have “PFM” or “jfm” at the start of the Subject, appear in the Receive Form dialog. If you move one of these messages to a folder or archive in your email system, you cannot view the form data attachment in the Receive Form dialog.

Processing Form Packages

If your organization uses only FormFlow Filler, you can package a form, its associated files, and other selected files into a single file known as a *form package*.

See "Sending Forms in a FormFlow Filler Only Environment" on page 6-2.

If you intend to send a form package to another user, you need not create the package first. FormFlow creates it for you.

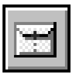
Creating a form package is useful when you want to make a backup copy of a form and its related files, or if you need to move a form to another computer that is not connected to a network, and so must transfer files on a floppy disk.

By condensing all of a form's related files into a single file, the task of moving the form from one location to another—either by electronic mail, via floppy disk, or using the DOS or Windows File Manager commands—is made easier. You need only move a single file, and the paths that reference the form's related files are updated to reflect the new location.

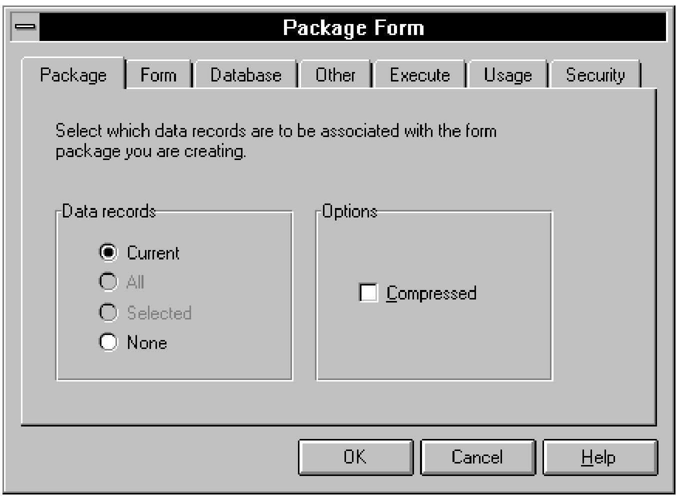
Packaging Forms

➤To create a form package

1. Open the form you want to package. If you want to package a particular record, display that record.



2. On the Tools menu, click **Package Form**. The Package Form dialog appears.



See the FormFlow Filler online help.

3. Specify what you want to include in the package. Click the appropriate tab on the dialog and specify the package options you want.

4. Click **OK**. The Save Form Package As dialog appears.

5. Specify the drive and directory where you want to save the file.

6. In the **File name** field, type the name you want to use for the package, then click **OK**.

Note: To open a form package, use the **Open** command on the File menu, as you would to open any form or form application.

Displaying the Contents of Packages

A form package normally consists of at least a form and the data associated with it. When you receive a form package, it may contain other files you require. For example, a form package might contain a text document, additional databases, a spreadsheet, and so on.

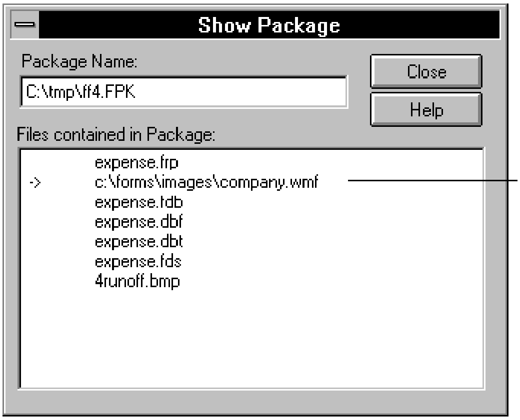
You can display the contents of a package you have opened if:

- the form has been designed to allow you to unpack it
- you have not already unpacked the form—that is, the form package still exists as a single .FPK file.

➤To display the contents of a package

1. Open the package in your workspace.

2. On the File menu, click **Show Package**. The Show Package dialog appears.



Files contained in the form package are listed. Files preceded by an arrow are referenced.

FormFlow displays the list of files associated with the package. Files included in the package are shown by only their file names. Referenced files (files used by the form but not included in the package) are indicated with an arrow, together with the full path to the file.

Note: If the Show Package command does not appear on your File menu, the designer of the form has not given you permission to unpack the package.

Unpacking Packages

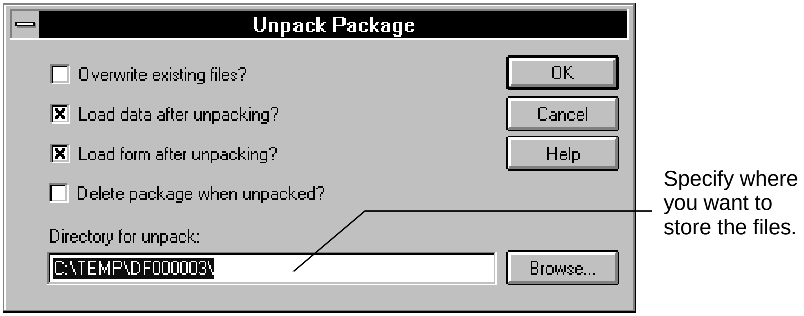
To extract the files in a form package, you must first unpack, or disassemble the single .FPK into its original components. You can then save the files to your hard drive and edit them as required.

Your ability to unpack a package is determined by the form designer.

➤To unpack a package

1. Open the package in your workspace.

2. On the File menu, click **Unpack Package**. The Unpack Package dialog appears.



3. Specify the drive and directory where you want to save the unpacked files.

4. Specify other options, as required.

5. Click **OK** to unpack the package.

Note: If the Unpack Package command does not appear on your File menu, the form designer has not given you permission to unpack the package, or you are using a custom form or form application.

Updating Packages

When you edit a form package you have received, FormFlow actually maintains two separate versions of the package: the original, attached to the email message you received, and the edited version. When you send the edited version, the recipient's version and the version you received are no longer the same.

To maintain only one version of a received form package, use the Update Package command to replace the package you received with your edited version, before you send it to the next recipient.

➤To update a package

1. Open the package in your workspace.

2. Edit the package as required.

3. On the File menu, click **Update Package**.

4. Close the form, or send the package to the next recipient, as appropriate.

FormFlow replaces the package you originally received with the updated version. If you reopen the package, it contains the changes you made.

Forwarding Packages

A form sent via email may have a predetermined sequence of recipients. For example, your expense form might go from you to your manager for approval, to the accounting department for payment, then back to you for confirmation.

You can forward a package you have received if:

- the form has been sequentially routed
- you are not the last recipient on the routing list
- you have not already unpacked the form—that is, the form package still exists as a single .FPK file.

➤To forward a package

1. Open the package in your workspace.

2. Edit the package as required.

3. On the File menu, click **Forward Package**. The Send Form dialog appears, with the name of the recipients in the Recipients field. Your name appears with an asterisk (*) next to it. The name of the next recipient has an arrow to the left of it.

4. Click **OK** to send the form.

Returning Packages

A form may be designed to return to the person who originated it. For example, if your Human Resources department does a company survey, they would want all of the filled forms sent back to the same person. The form designer can design a form to do this automatically.

You can return a form package to the originator if you have not already unpacked the form—that is, the form package still exists as a single .FPK file—and either of the following is true:

- the form was broadcast
- the form was sequentially routed and you are the last recipient on the routing list.

➤To return a package

1. Open the package in your workspace.
2. Edit the package as required.
3. On the File menu, click **Return Package**. The Send Form dialog appears, with the name of the recipient in the Recipients field.
4. Click **OK** to send the form.

Processing Workflow Tasks

Sending forms can be as simple as filling a form, clicking the **Send Form** command on the File menu, and specifying a recipient. You may send forms on an ad hoc basis, or you may send the same forms to the same recipients frequently. You may have form applications that automate the process for you, so that you have only to click a single button to save form data, and send it on to a particular recipient.

JetForm also supports more structured movement of forms from one person to another, known as *workflow*. Forms move in a pre-determined sequence of recipients, defined by the workflow designer. Each recipient performs some *task* in the workflow.

For example, when you file an expense report, your task is to fill the expense form. Your manager's task is to approve the form or send it back to you to modify, and your Accounts Payable department's task is to prepare your check and send the form back to you as confirmation.

Workflow designers have a choice between these types of workflow:

- peer-to-peer *routing*, using FormFlow, where you fill a form and send it directly to the next participant
- client-server workflow, using InTempo, where you fill a form and send it to InTempo Agent on its way to the next participant.

You need to know the type of workflow that you want to initiate:

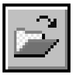
- You use a routing map, that is, a file with an .FRW extension, to start a FormFlow routing.
- You use a file with an .FRP extension to initiate an InTempo workflow.

See “Processing InTempo Workflow Tasks” on page 6-18.

Processing FormFlow Routing Tasks

Starting Routing Tasks

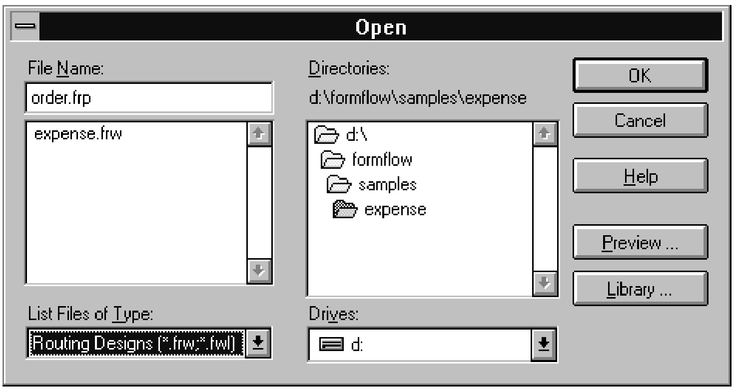
When you open the routing map (an .FRW file), you are starting a FormFlow routing workflow and preparing to do the initial task. Opening the .FRW file in turn opens a form, which you fill as you would any other form. When you complete the form, you route the form to the next recipient, which FormFlow usually determines automatically, based on the information in the routing map.



Quick keys: CTRL + O

➤To start a routing task

1. On the File menu, click **Open**. The Open dialog appears.
2. If the file you want is on a different drive than the one displayed, click in the **Drives** box, then click the drive you want.
3. In the **Directories** box, double click the directory you want.
4. Click in the **List Files of Type** box, then click Routing Designs (*.frw, *.fwl).



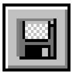
5. Click the name of the file you want to open, then click **OK**.
6. If you are not logged into your email system, your email system login dialog appears. Type the login information, then click **OK**. The form associated with the routing map appears in your workspace.

7. Fill the form as you normally would.

8. On the File menu, click **Save** to save the record.

Routing Forms

When you have completed your portion of a workflow task, you route the form to the next person who needs to see it. For example, once you fill your expense form, you need to route it to your manager for approval.



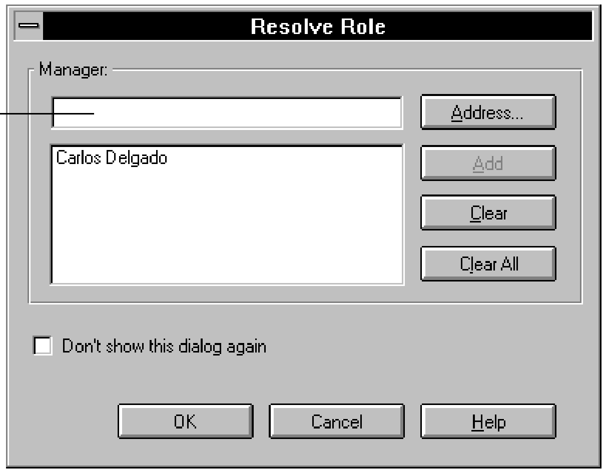
Quick keys: CTRL + U

➤To route a form

1. Save the record if you have not already done so. On the File menu, click **Save**.

2. On the File menu, click **Route Task**. One of the following happens:
   - If the workflow was designed to determine the next recipient automatically, FormFlow sends the form.
   - If the workflow was designed to let you select the recipient, the Resolve Role dialog appears.

Type an email address here or click Address to select one.



3. Do either of the following:
   - Type the name of the person to whom you want to send the form.
   - Click **Address**, then select a name from your email system's address book. Click **OK** to return to the Resolve Role dialog.

4. If you will always be routing this form to the same person, enable **Don't show this dialog again**. FormFlow retains the name of the recipient. The next time you route this form, FormFlow will not prompt you for the recipient's name again.

5. Click **OK** to route the form.

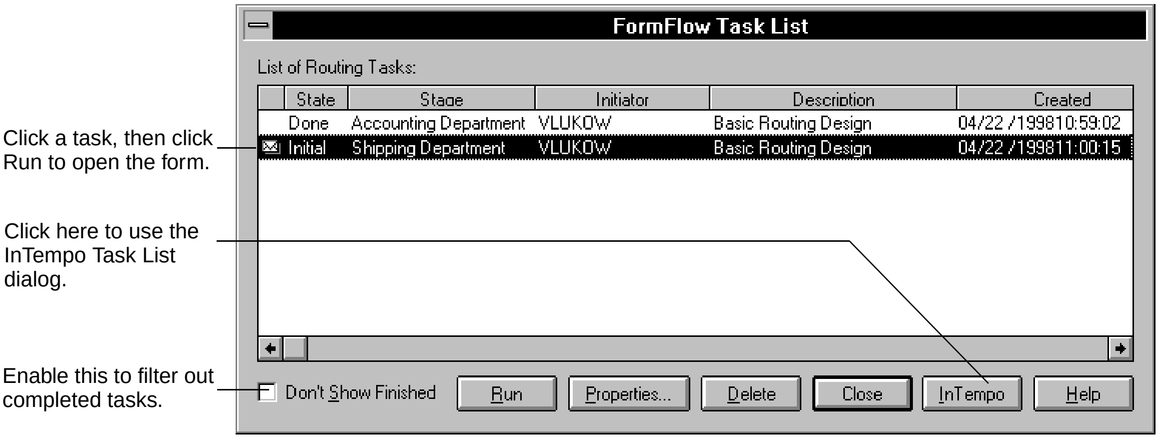
Participating in Routing Tasks

When you receive a form sent to you by the initiator of, or by a previous participant in, a routing workflow, you accomplish your assigned task by opening the form, filling it, then sending it on to continue the process.

➤To open a task

1. On the Tools menu, click **Task List**.

2. If you are not logged into your email system, your email system login dialog appears. Type the login information, then click **OK**. The FormFlow Task List dialog appears.



3. Scroll through the list of tasks, then click the one you want.

4. Click **Run** to open the task and load the form.

5. Fill or modify the form, as required.

6. Save the record.

7. Route the task to the next recipient, or process the the next task, as required.

Checking Routing Tasks

You can use your Task List to view the routing tasks you have:

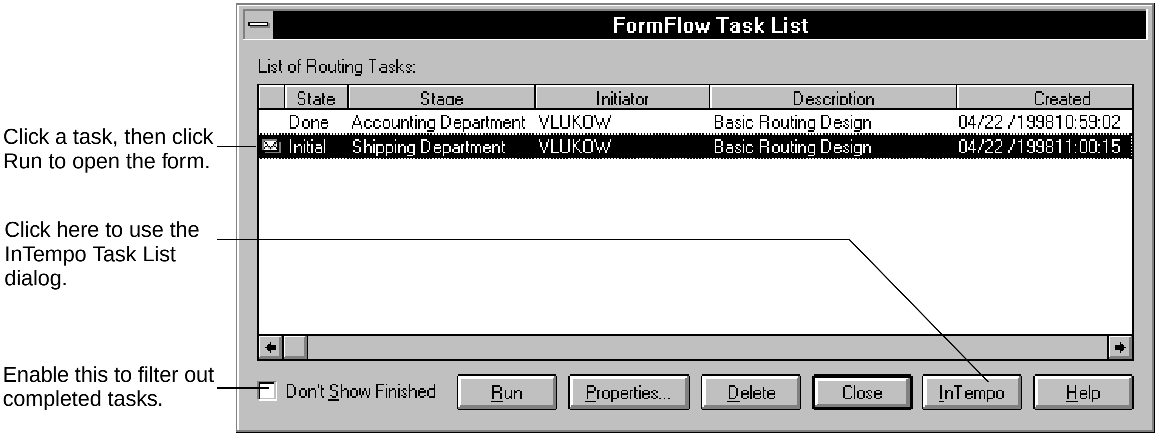
- started
- received and processed
- received but not yet looked at.

The Task List provides a list of all your workflow tasks, and their current stage of completion. For example, if you want to find out if your manager has processed your expense form, the Task List can tell you.

➤To check the status of your tasks

1. On the Tools menu, click **Task List**.

2. If you are not logged into your email system, your email system login dialog appears. Type the login information, then click **OK**. The FormFlow Task List dialog appears.



The Task List dialog shows each stage of each workflow you have participated in. It displays the current state of the task, the current stage, the name of the person who initiated the workflow, a description of the task, the date and time it was initiated, and the path and file name of the routing map. You may need to scroll left or right to view all the information.

An envelope icon in the left-most column indicates a task that you have not yet opened.

3. By default, FormFlow sorts tasks by date and time. You might want to sort them alphabetically by initiator or description. To sort the task list in a different order, click the appropriate heading.

4. To see more information about a task, click it, then click **Properties**. The Task Properties dialog appears.

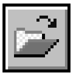
5. Click the Status tab. For each participant in the workflow who has initiated a task, there is a folder with information on that task. Double click a folder to view this information.

6. Click **Close** to return to the Task List dialog.

Processing InTempo Workflow Tasks

Initiating an InTempo Workflow

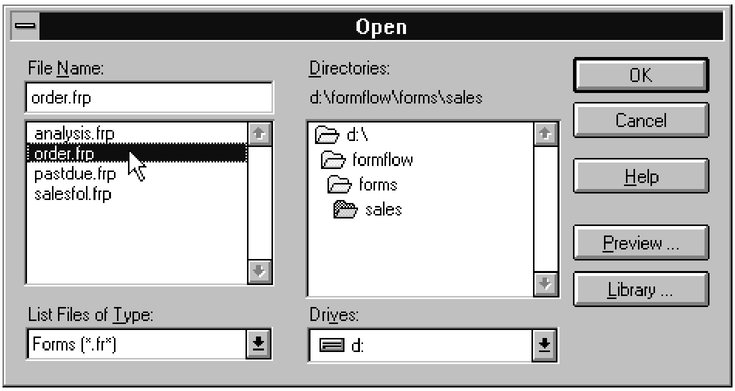
To perform the first task of an InTempo workflow, you open the designated .FRP form file.



Quick keys: CTRL + O

➤To initiate an InTempo workflow

1. On the File menu, click **Open**. The Open dialog appears.



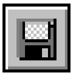
2. If the file you want is on a different drive than the one displayed, click in the **Drives** box, then click the drive you want.

3. In the **Directories** box, double click the directory you want.

4. Click the name of the file you want to open, then click **OK**.

5. If you are not logged into your email system, your email system login dialog appears. Type the login information, then click **OK**. The form appears in your workspace.

6. Complete the form as you normally would.



Quick keys: CTRL + U

7. On the File menu, click **Save** to save the record.

8. Send the form to InTempo Agent.

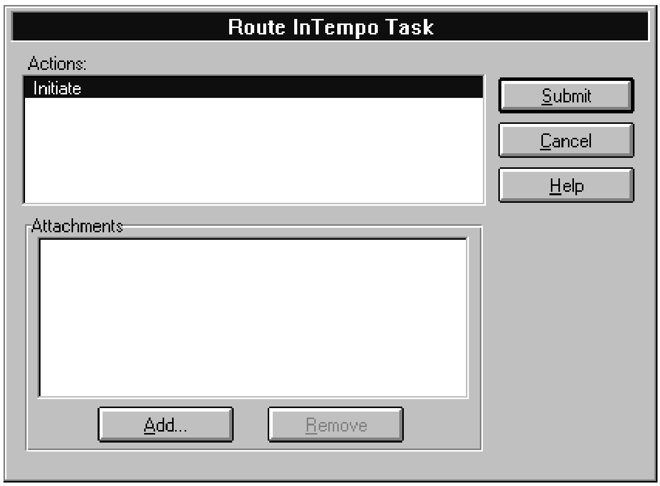
Sending Form Data to InTempo Agent

After completing a form, you send its data to InTempo Agent, which then determines the next recipient based on the workflow design. For example, once you fill an expense form, you send the data to InTempo Agent, which forwards it to your manager for approval.

➤To send form data to InTempo Agent

1. On the File menu, click **Route Task**.

2. If you are not logged into your email system, your email system login dialog appears. Type the login information, then click **OK**. The Route InTempo Task dialog appears.



   If this is the first step in the workflow, the Actions field might contain only the “Initiate” action.

3. To include additional files such as instructions or graphics:
   - Click **Add**. The Add Attachments dialog appears.
   - Select the file you want to include as an attachment.
   - Click **OK**. The file name appears in the Attachments field.

4. In the **Actions** field, click the action you want to perform.

5. If you choose an action that is preceded by an asterisk (for example, Delegate), your email system's standard Address dialog appears:
   - Choose the name of the person to whom InTempo Agent should send the form data next.
   - Close the dialog.

6. To send the form data to InTempo Agent, click **Submit**.

7. If your organization uses only FormFlow Filler, the Package Form dialog appears.

   Specify what you want to include in the package. Click each tab on the dialog and specify package options, then click **OK**.

8. FormFlow sends the form data.

Note: In a mixed Filler environment, FormFlow includes all data records in the package it sends.

Participating in InTempo Tasks

When you receive a form sent to you by the initiator of, or by a previous participant in, an InTempo workflow, you open the form, fill it in, then send it on to continue the process.

➤To open a task

1. On the Tools menu, click **Task List**.

2. If you are not logged into your email system, your email system login dialog appears. Type the login information, then click **OK**.

3. Filler first displays any error messages InTempo Agent may have sent.

4. Filler checks for deadline messages, specified in the workflow by the workflow designer. InTempo Agent sends a deadline message to a participant when the allotted time for completing the task expires. At the same time, it passes the workflow transaction on to the next participant, based on the rules in the workflow definition, skipping your task.

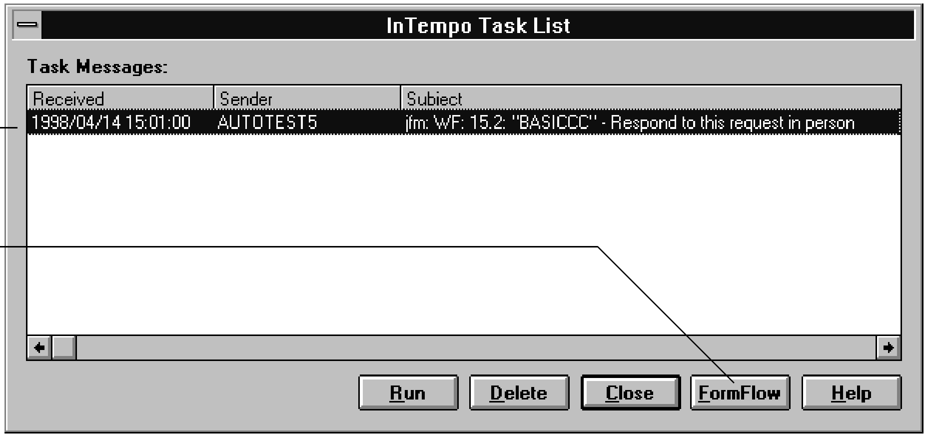
   When you acknowledge a deadline message, Filler deletes the task message along with any messages associated with the task message.

5. Filler then checks for and displays any reminder messages. The workflow designer can include reminder messages in the workflow to tell you that you have a task to complete within a specific time frame.

   After you acknowledge the reminder messages, the InTempo Task List dialog appears.

Click a task, then click Properties to get more information.

Click here to use the FormFlow Task List dialog.



6. Click the task that you want to open, then click **Run**. The InTempo Task Message dialog appears.

7. Click **Continue** to open the task and load the form.

8. Fill or modify the form, as required.

9. Save the record.

See "Sending Form Data to InTempo Agent" on page 6-19.

10. Send the record to InTempo Agent.

Checking InTempo Workflow Tasks

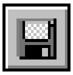
For more information on requesting workflow status, see the InTempo *Developer's Guide.*

InTempo Agent records, in its transaction database, information about the steps of each workflow transaction it processes. To query this database, you complete a status inquiry form and send it to InTempo Agent.

InTempo Agent sends the results of the inquiry back to you in an email message. This message provides information about the steps in your workflow transaction, such as their current stage of completion. For example, if you want to find out if your manager has processed your expense form, the status request response can tell you.

Updating Tasks

If you are interrupted while filling a form and need to exit from FormFlow Filler, you can the save the information you added or modified, and return to the task later.



Quick keys: CTRL + U

➤To update a task

1. Save the record if you have not already done so. On the File menu, click **Save**.

2. On the File menu, click **Update Task**. FormFlow saves the version of the form you were working on back to the Task List.
3. Close the form and exit from FormFlow Filler, as required.

The next time you open the form from the Task List, FormFlow displays your modified form instead of the one you originally received.

7

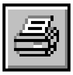
Printing Forms

This chapter explains how to print forms from FormFlow® Filler. It describes how to select a printer, and how to print forms in the following ways:

- on blank paper
- on pre-printed stationery
- to an output file.

Selecting a Printer

If you have more than one printer available to you, select the printer you want to use to print the form.

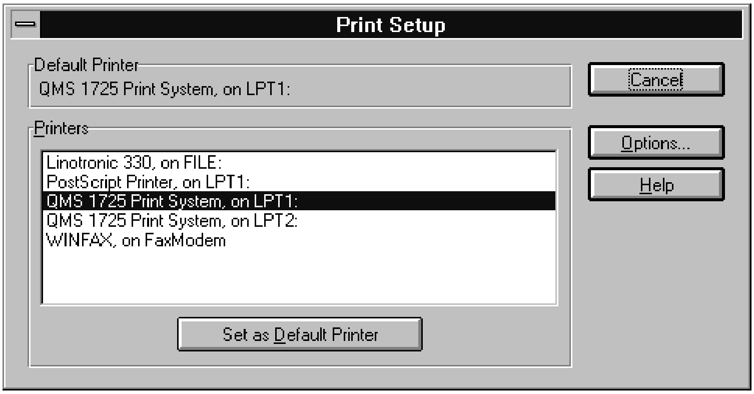


➤To select a printer

1. On the File menu, click **Print**. The Print dialog appears.

Quick keys: CTRL + P

2. Click **Printer**. The Print Setup dialog appears.



3. In the Printers section, double click the printer you want to use, or click the printer, then click **Set as Default Printer**. The currently selected printer appears in the Default Printer section at the top of the dialog.

4. To define printer-specific options, click **Options**. The dialog that appears varies with the printer you have selected. You may be able to change the settings for paper size, resolution, copies, memory, fonts, page orientation or font cartridges.

5. After defining options for your printer, click **OK** to return to the Print Setup dialog, then click **Close** to return to the Print dialog.

Note: Since each printer has different built-in fonts, changing your printer affects the fonts available to FormFlow. When you change your printer, some text on your form may look different.

Printing a Form

You can print a form in any of the following ways:

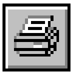
- print both the form and the associated data, typically on blank paper
- print data only, typically on pre-printed stationery
- print to an output file, then print the file from another workstation, even if that workstation does not have FormFlow installed.

➤To print a form

1. Open the form you want to print.

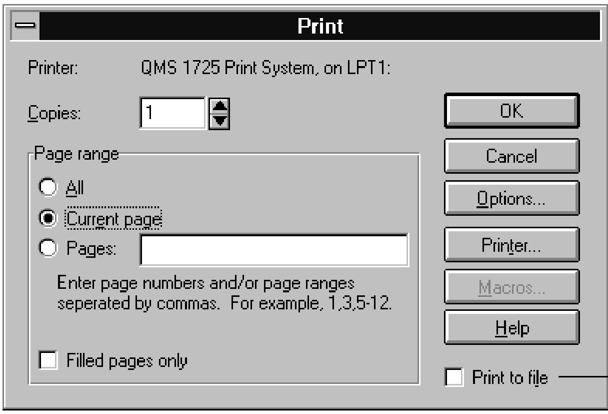
See “Selecting a Printer” on page 7-2.

2. If you have more than one printer, and the one you want is not currently the active printer, select the printer you want to use.



Quick key: CTRL + P

3. On the File menu, click **Print**. The Print dialog appears.



Enable this to print to a .PRN file

See “To change print options” on page 7-4.

4. To change your print options, click **Options** and make any necessary changes in the Print Options dialog.

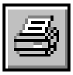
5. In the **Copies** field, type the number of copies you want to print, up to 999 copies.

6. In the Page range section, do the following:
   - For multi-page forms, specify the range of pages you want to print.
   - To print only filled pages within the specified range, enable **Filled pages only**.

See “To print to a file” on page 7-5.

7. To print to an output file, rather than to a printer, enable **Print to file**, then specify a file name in the Print to File dialog.

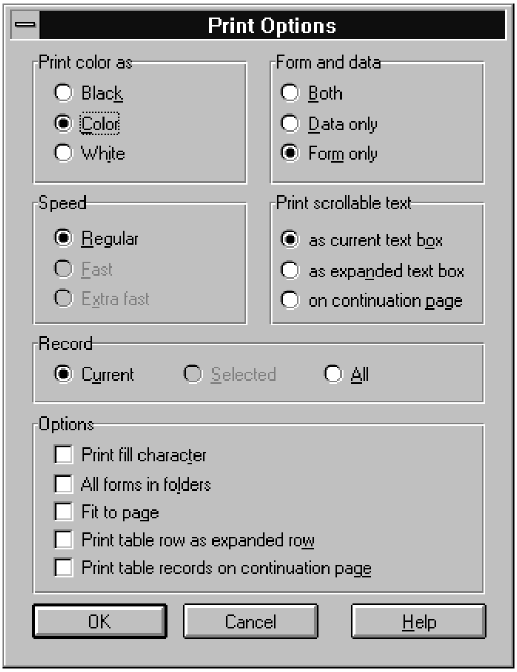
8. Click **OK** to start printing.



➤To change print options

1. On the File menu, click **Print**. The Print dialog appears.

2. Click **Options**. The Print Options dialog appears.



3. In the Print color as section, click one of the following:
   - **Black** – to print colored text and objects as black.
   - **Color** – to print the form using the colors defined in your form. On black and white printers, colors are printed using corresponding shades of gray.
   - **White** – to print colored text and objects as white.

4. In the Speed section, click **Regular**. If you are using an HP LaserJet or compatible printer, you can also choose **Fast** or **Extra fast**.

5. In the Form and data section, enable one of the following:
   - **Both** – to print both the form and the associated data. Use this option when you are printing on blank paper.
   - **Data only** – to print the form data only. Use this option when you are printing on pre-printed stationery.
   - **Form only** – to print a blank copy of the form. Use this option when you are printing on blank paper, and want a sample, unfilled form.

6. In the Print scrollable text section, you control how FormFlow prints scrollable fields that contain too much text to fit in a single copy of the form. Enable one of the following:
   - **as current text box** – to print a text box as it appears on the screen, truncating any data that does not fit.
   - **as expanded text box** – to print a text box expanded to show all the data it contains.
   - **on continuation page** – to print data that does not fit in the current text box on a continuation page.

7. In the Record section, enable one of the following:
   - **Current** – to print only the current record.
   - **Selected** – to print the record(s) you have selected.
   - **All** – to print all records in the database attached to the form.

8. In the Options section, enable any combination of the following:
   - **Print fill character** – to print the symbols—such as asterisks or dots—used as guides to show where and how many characters to type in a field.
   - **All forms in folder** – to print all the forms in the current folder.
   - **Fit to page** – to scale a form to print on a different paper size than the one for which it was originally designed.
   - **Print table row as expanded row** – to print a table row expanded to show all the data it contains.
   - **Print table records on continuation pages** – to print table rows that do not fit on the current form on a continuation page.

➤To print to a file

1. On the File menu, click **Print**. The Print dialog appears.

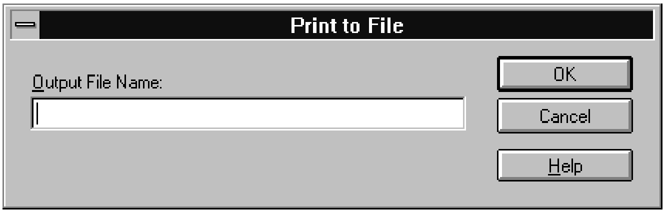
See "To change print options" on page 7-4.

2. To change your print options, click **Options** and make any necessary changes in the Print Options dialog.

3. In the **Copies** field, type the number of copies you want to print, up to 999 copies.

4. In the Page range section, do the following:
   - For multi-page forms, specify the range of pages you want to print.
   - To print only filled pages within the specified range, enable **Filled pages only**.

5. Enable **Print to file** and click **OK**. The Print To File dialog appears.



6. In the **Output file name** field, type a name for the output file, using the extension .PRN, then click **OK** to return to the Print dialog.

7. Click **OK** to start printing.

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